



SHe-Box

Central Nodal Officer: User Manual





SHe-Box Portal

***** To access the She-Box portal, follow these steps:

- (i) Open your web browser.
- (ii)Enter the URL: <u>https://shebox.wcd.gov.in</u>.

(iii) You will be directed to the homepage of the She-Box portal.

HOME ABOUT US LAWS AND REGULATIONS EMPANE	IMENT + USER MANUAL + CONTACT US +ILOGIN		
SHe-Box Online Complaint Management	System		Register your Complaint
IF YOU ARE FACING SEXUAL HARASSMENT AT W	VORKPLACE	white is conscioud or uppersided private or while	Workplace / Nodal Officer Registration
sector, to facilitate the registration of compaint related to sexual harasonent. SHe Boc, it will be directly sent to the concerned authority having jurisdiction	Any woman facing sexual harasament at workplace can register their complaint thro to take action into the matter.	wigh this portal. Once a complaint is submitted to the	Private Head Office Registration
		porting.	
	Overv	view	
	Overv —•	<i>i</i> iew	
MNISTRES/DEFAUTMENTS	Overv — •	LCREGREERED	COMPLANTS RECEITEED



- To proceed with Login, please follow these steps:
 - i. Click on "Login".





Username and Password

***** To proceed with logging in, follow these steps:

- i. Enter your ID, password, and captcha in the respective fields.
- ii. Click on the 'Login' button to access your account.

er was di da ante ant ante ant		
HOME ABOUTUS UNIVERSING REGULATIONS EM	NEIMENT* USERMANDA.+ ODNIACTUS &LOON	Contraction of the local division of the
Login SHe-Box		
1.1.1	1 1 1 1 1 1 1 1	
	LOGIN	
	📓 Uorrane	
	g Passord	
	11 d ^{I n8} 0	
	Ciptola Code	
	LOGIN Forget Password	
DConclust: 2024 Ministry of Warners & Child Development, Generative of th	dia Desisted. Devisional and Histotad In. National Informatics Caston INICI	Visitor Court - 10708

Central Nodal Officer Dashboard

i. After a successful login, the dashboard will Open.

SHe-Box	C Head Office NO (Central)		.	R Department of Agricultural Research and Education
Dashboard	Complaint Status			IC Details
Workplace & IC Management	0	•	0	IC Name Chairperson Name Central-IC-6085 Dr. Dimlesh Mann
	Total Complaints	Pending Complaints	Disposed Complaints	Contact Details
				Email Mobile No. bimiesh.Mann@icar.g 9896245110
	Workplace IC Status			
	1 total hield Office Registered	0 rotal i iéd office it: ingéstered	0 Local Sado Office Hogistered	0 total Sub Office IC Registered
	Complaints	Field Office IC Status	Sub Offic	e IC Status
	Crossed Congents			
	Field Office / Sub Office Chart			[Reid Office ~]
	14			
		<u> </u>		,,,,,,,,,,,





Add/view IC

To add/view IC, follow these steps:

- i. Go to Workplace & IC Management.
- ii. Click on Add/view IC Details, following form will open.

Navigation	View IC De	etails						🔒 Home / View IC De
Dashboard			Mir	istry : Department of Agricultural Re	search and Educatio	0		
Workplace & IC Management	Сору	Excel CSV PDF Print						
Forwarded Complaints >								Search records
	SNo 🏌	Department	Chairperson Name	Contact Details	IC Name	View IC Member		
Compliance	1	Department of Agricultural Research and Education	Dr. Bimlesh Mann	Mobile : 9896245110 Email : bimlesh.Mann@icar.gov.in	Central-IC-6085	View Members	🛙 Edit Chairperson	+ Add Member
	Showing 1 t	o 1 of 1 entries						
Compliance Provisions							First P	revious 1 Next Last

- iii. Fill all the details and click on Submit.
- iv. User can create IC members.

Add/view Field Office

To add/view Field Office, follow these steps:

- i. Go to Workplace & IC Management.
- ii. Click on Add/View Field Office, following form will open.



			٥		0		
	оне-вох	Head Office NO (Central)			C Department of Agricultural Resea	rch and Education 👒	
	Navigation	Registration Form For Field Offices Of Ce	ntral Ministry / Department / Central	Independent Departments		View Field Office	
	Dashboard	Office Details :					
	🔲 Workplace & IC 🛛 🖌	Ministry Name	State	District			
	Management	Department of Agricultural Research and Education	Dehi	▼ District			
	> Add / view ic Details						
_	> Add / View Held Office	* Type	* Field Office	* Address of the field office			
_	Forwarded Complaints >	Generation .					
_	IT Disposed Complaints >	Select type				A	
_	5	Details of NO/Head of office :					
	Compliance	* Name of Head of Office	* Designation	*Email Id	* Mobile No		
	Compliance Denvisions						
-	Compliance Provisions						

iii. Fill all the details and click on Submit.

Forwarded Complaints

- To view Forwarded complaints, follow these steps:
 - i. Go to Forwarded Complaints
 - ii. Click on View complaints, following screen will open.

Workplace & IC Management	S.No 🏦 Complaint No.	Department (Ministry)	Action
Horwarded Complaints View Complaints	Showing 0 to 0 of 0 entries	NU usia diretazire in Loure	Fist Previous Next Las
Disposed Complaints Compliance			
Compliance Provisions			
			_





Disposed Complaints

***** To view disposed complaints, follow these steps:

- i. Go to Disposed Complaints.
- ii. Click on View complaints, following screen will open.

Navigation	Disposed Complaint				≙ Ho	me / Disposed	Complaint
Dashboard	Show 10 ¢ entries				Se	earch records	
Workplace & IC > Management	S.No 🏦 Complaint No.	Department (Ministry)	Remarks by Chairperson	Document (if any)		Action	11
Forwarded Complaints >			No data available in table				
Disposed Complaints 🗡	Showing 0 to 0 of 0 entries				First Pre	evious Next	Last
> View Complaints							
Compliance >							
Compliance Provisions							

Compliance

- ***** To view compliance, follow these steps:
 - i. Go to Compliance.
 - ii. Click on View compliance list, following screen will open.

Navigation	Compliance Checklist			Home / Compliance Checklist
Dashboard		Heading	Action	
Worlplace & IC Management Forwarded Complaints Disposed Complaints Compliance Complian	1	Employer shall provide a safe environment at the sociation which enablished adding from the parameter proconduct at the evaluation	U	
View List Compliance Provisions	2	Every employer of a exclusion of the exclusion by an order in writing, constitute a Constitute to be informate to be "ritional Compliants Compliants	U	
	2	Employee shall display at any complexitous place in the annual contexpenses of sensual havasorents and the order contexpense the internal comment and comment sub-section (1) of sensual	U	





Compliance Provisions

- ***** To view compliance provisions, follow these steps:
 - i. Go to Compliance Provisions.
 - ii. Click on 'Orientation programmes, capacity/ skill building programmes and seminars for the members of the Internal Committee/ Local Committee', following screen will open.

SHe-Box	Head Office ND (Central)	Ű	P Q Departme	nt of Agricultural Research and Education
	Orientation Programmes Canacity/ Skill Buil	ding Programmes And Seminars For The Membe	s Of The	
Navigation	Internal Committee/ Local Committee	ang riogrammes and seminars for the membe	3 of file	
Dashboard	Name of Organizer*	Date of Event*	Place of Event*	
Workplace & IC > Management		dd-mm-yyyy	ö	
	Resource Person*	No. of Members Participated*	Upload Document*	
Disposed Complaints >			Choose File No file chosen	
Compliance >		Submit		
Compliance Provisions				
 Orientation programmes. capacity/ skill building programmes and seminars for the members of the Internal Committee/ Local Committee Awareness/ Seroitization revarammes for engloyoes 				
with the provisions of the Act				
> Add Annual Report				
> Annual Report List				

- iii. Fill all the details and click on Submit.
- iv. Click on 'Awareness/ Sensitization programmes for employees with the provisions of the Act', following screen will open.

Navigation Awareness/ Sensitization Programm	es For Employees With The Provisions Of The Act	
Dashboard		
Name of Organizer*	Date of Event*	Place of Event*
Management	dd-mm-yyyy	٥
Forwarded Complaints Resource Person*	No. of Members Participated*	Upload Document*
Disposed Complaints		Choose File No file chosen
	Submit	
Compliance >		
Compliance Provisions Y		
 Orientation programmes. 		
capacity/skill building programmes and seminars for		
the members of the Internal Committee/ Local Committee		
> Awareness/ Sensitization		
programmes for employees with the provisions of the Act		
> Add Annual Report		
> Annual Report List		
Ansurement Sensitization programmer for employees with the provisions of the Act vision and apport vision and Report vision		



- v. Fill all the details and click on Submit.
- vi. Click on 'Add Annual Report', following screen will open.
- vii. Fill all the details and click on Submit.

			- // ·
Navigation	Add Annual Report		
Dashboard			
Workplace & IC > Management	Display of penal consequences of sexual h workplace u/s Section 4 (1) of the Act	arassments and the order constituting, the Inf	ternal Committee at conspicuous place in the
Forwarded Complaints	Submission of Annual Report (u/s 21 of SH Act, 2013)		
Disposed Complaints >	No. of complaints of sexual harassment received in the year:	No. of cases disposed off during the year:	No. of cases pending for more than 90 days:
D Construm			
Compliance /	Number of workshops or awareness programs conducted:	Number of actions taken by the employer or District Officer:	Report Year
Compliance Provisions Y			Select Report Year 👻
 Orientation programmes, 	is report sent?	Date of Report Sent	Attach Report (PDF, DOC, DOCX only):
capacity/skill building programmes and seminars for	Select	dd-mm-yyyy f	Choose File No file chosen
the members of the Internal Committee/Local Committee	Submit Report		
> Awareness/ Sensitization			
programmes for employees with the provisions of the Art			
> Add Annual Report			
> Annual Report List			
· Periodi Nepart Los			

