

SHE-BOX



**National Informatics Centre Ministry  
of Electronics & Information  
Technology Government of India**

She-Box –Central Nodal Officer: User  
Manual

## User Manual



सत्यमेव जयते

महिला एवं  
बाल विकास मंत्रालय  
MINISTRY OF  
**WOMEN AND  
CHILD DEVELOPMENT**



## 1. She-Box portal

### ❖ Accessing the SHe-Box Portal

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### SHe-Box Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

Sexual Harassment electronic Box (SHe-Box) is an effort of Govt to provide a single window access to every woman, irrespective of her work status, whether working in organised or unorganised, private or public sector, to facilitate the registration of complaint related to sexual harassment. Any woman facing sexual harassment at workplace can register their complaint through this portal. Once a complaint is submitted to the 'SHe-Box', it will be directly sent to the concerned authority having jurisdiction to take action into the matter.

Register your Complaint

Workplace / Nodal Officer Registration

### Statistics

75	136	75	2	0	3
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- Enter the URL: <https://shebox.wcd.gov.in/>  
In the address bar at the top of your browser, type in the following URL:  
[<https://shebox.wcd.gov.in/>]

## 2. Click on Login

To proceed with login, please follow these steps:

- Click on "Login"
- Locate and click the "Login" button at the top of the page.

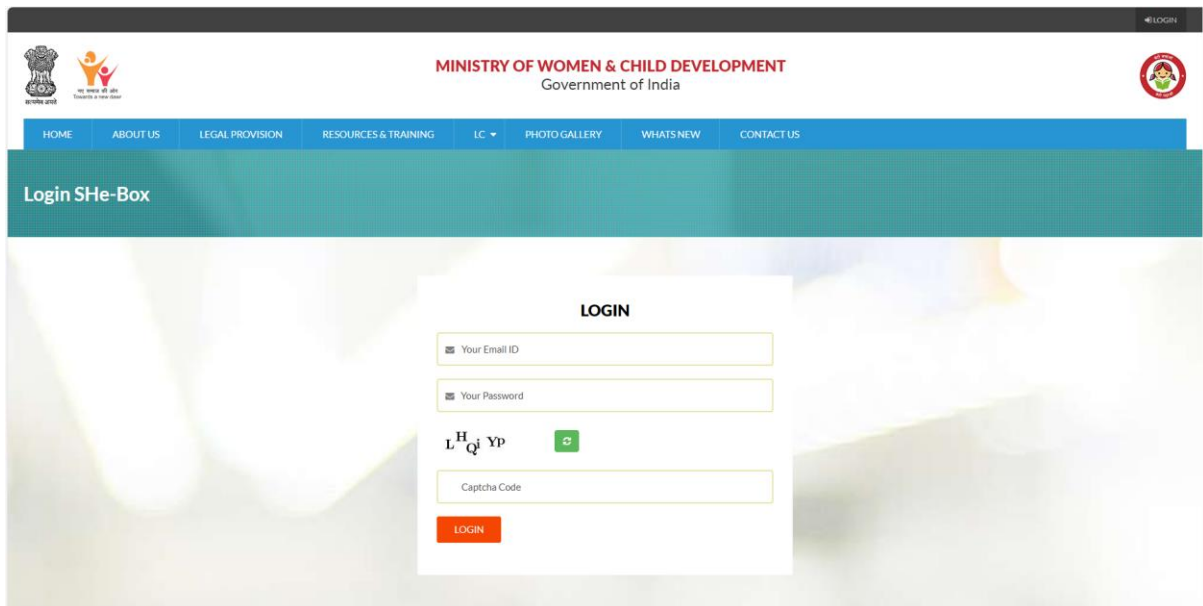
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LOGIN

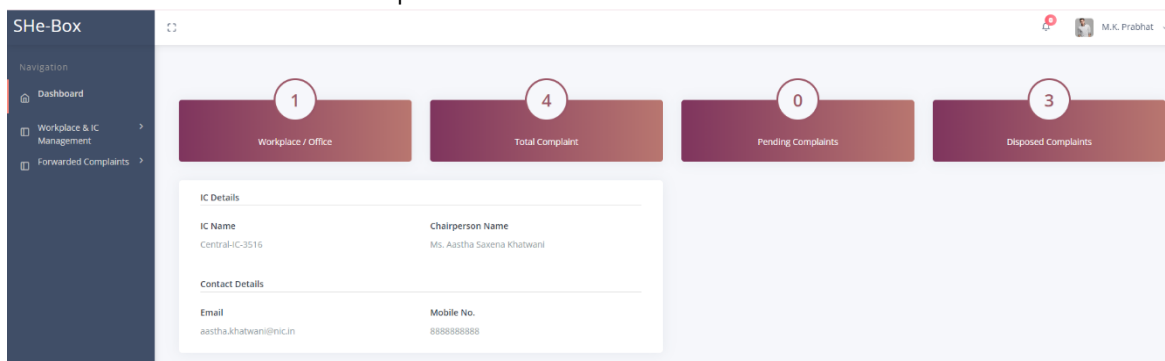
To proceed with logging in, please follow these steps:

- Enter your credentials  
**Input your ID, password, and the captcha code in their respective fields.**
- Click on the "Login" button  
**Once all information is entered correctly, click the "Login" button to access your account.**



## 1. Central Nodal Officer Dashboard

After logging in successfully, the dashboard will open, providing you with access to all available features and options.





## 2. Add/View Attached Office/Autonomous Bodies IC

To add or view an Attached Office/Autonomous Body IC, follow these steps:

- I. **Navigate to Workplace & IC Management**  
Go to the "Workplace & IC Management" section from the main menu.
- II. **Select Add/View Attached Office/Autonomous Bodies IC**  
Click on the "Add/View Attached Office/Autonomous Bodies IC" option. A form will then appear, allowing you to add or view details of the Internal Committee.

The screenshot displays the 'Add IC Details' form in the SHE-BOX application. The form is divided into two main sections: 'Office Details' and 'IC Member Details'.

**Office Details:**

- Ministry Name: Ministry of Women and Child Development (Mahi)
- Department Name: Department of Women and Child Development (
- Head Office Name: CARA
- Sub Office Name: Cara Attached Office

**IC Member Details:**

Title	Name	Designation	Contact No.	Email Id	Office Address	Action
IC Chairperson	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">+ Add More</a>

At the bottom of the form, there are 'Submit' and 'Reset' buttons. A 'View IC Details' button is also present in the top right corner of the form area.



### 3. Add/View Field Office

To add or view a Field Office, follow these steps:

- 1. Navigate to Workplace & IC Management:**  
Go to the "Workplace & IC Management" section from the main menu.
- 2. Select Add/View Field Office:**  
Click on the "Add/View Field Office" option. A form will appear for you to fill out.
- 3. Complete the Form:**  
Fill in all the required details in the form.
- 4. Submit the Form:**  
Once all information is entered, click the "Submit" button to add or view the Field Office.
- 5. Create Multiple Field Offices:**  
You can create multiple Field Offices by repeating these steps for each new Field Office.

The screenshot shows a web application interface for adding or viewing field offices. On the left is a dark sidebar with a 'SHE-Box' header and a navigation menu containing 'Dashboard', 'Workplace & IC Management', 'Add / View IC Details', 'Add / View Field Office' (highlighted in red), and 'Forwarded Complaints'. The main content area is titled 'Registration Form For Field Offices Of Central Ministry/Department' and features a 'View Field Office' button in the top right. The form is divided into two sections: 'Office details' and 'Details of NO/Head of office'. The 'Office details' section includes dropdown menus for 'Ministry Name' (Ministry of Women and Child Development (Mahila)), 'Department Name' (Department of Women and Child Development (M)), 'State' (NCT of Delhi), and 'District' (NEW DELHI). Below these are a 'Type' dropdown (Set to 'Select Type'), a 'Field Office' text input, and an 'Address of the field office' text area. The 'Details of NO/Head of office' section includes text inputs for 'Name of Head of Office', 'Designation', 'Email Id', and 'Mobile No'. At the bottom of the form are 'Submit' and 'Reset' buttons. The user's profile 'M.K. Prabhat' is visible in the top right corner.