

OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT-I), WB
TREASURY BUILDINGS, 2, GOVT. PLACE (W), KOLKATA- 700001

O.O.No. Admn.CC/3-32/ICC/ 24

Dated: 29.12.2025

Subject: Activation of SHe-Box for Lodging Complaints of Sexual Harassment at Workplace

In terms of Hdqrs. Office circular No.279/Staff (Disc.-I)/18-2019 dated 06.11.2024 and subsequent letter dated 19.08.2025, the Sexual Harassment Electronic Box (SHe-Box), an online complaint management system launched by the Government of India, has been activated to facilitate lodging of complaint of sexual harassment at the workplace.

Accordingly SHe-Box portal is now activated in our office to facilitate lodging of complaints of sexual harassment at the workplace. The portal will serve as a Central Repository for monitoring data and complaints under the act across the country.

Once a complaint is submitted to SHe-Box, it will be directly sent to the Internal Complaint Committee (ICC) constituted under the provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for appropriate inquiry and redressal. It also provides an opportunity to monitor the status of the complaint within the portal.

In this connection to facilitate lodging of complaints by the employees, a step -by-step procedure for filling complaint through the SHe-Box portal is enclosed as Annexure-I to this Circular. All Branch Officers posted at Headquarters are requested to bring the content of this Order to concerned female staff working under their control.


Dy. Accountant General (Admn.)

For all circulation



SHe-Box

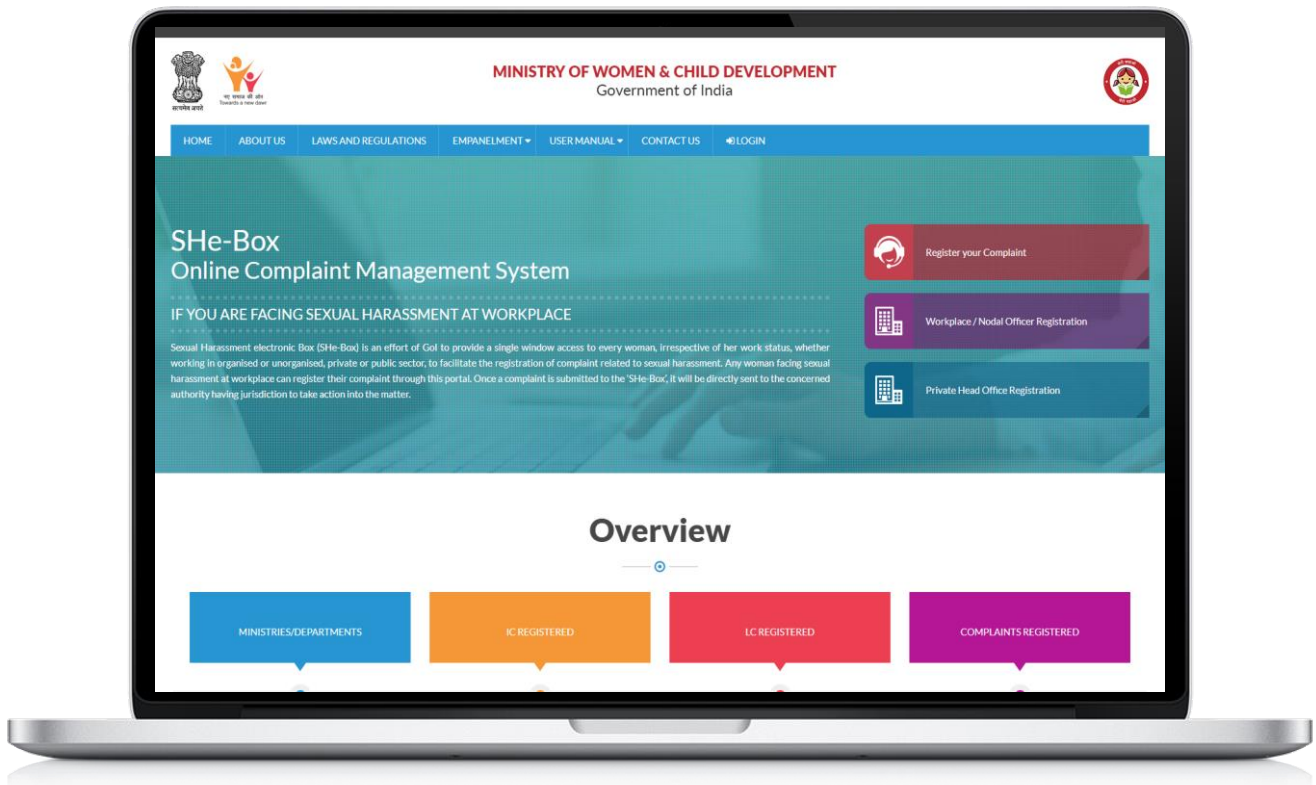
Complainant (Central Govt.) User Manual



SHe-Box Portal

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

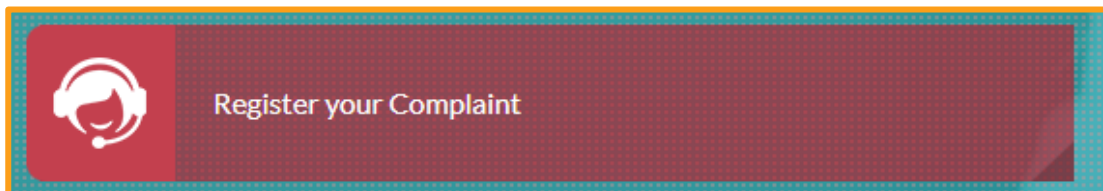
1. Open your web browser.
2. Enter the URL: [https://shebox.wcd.gov.in/].
3. You will be directed to the homepage.



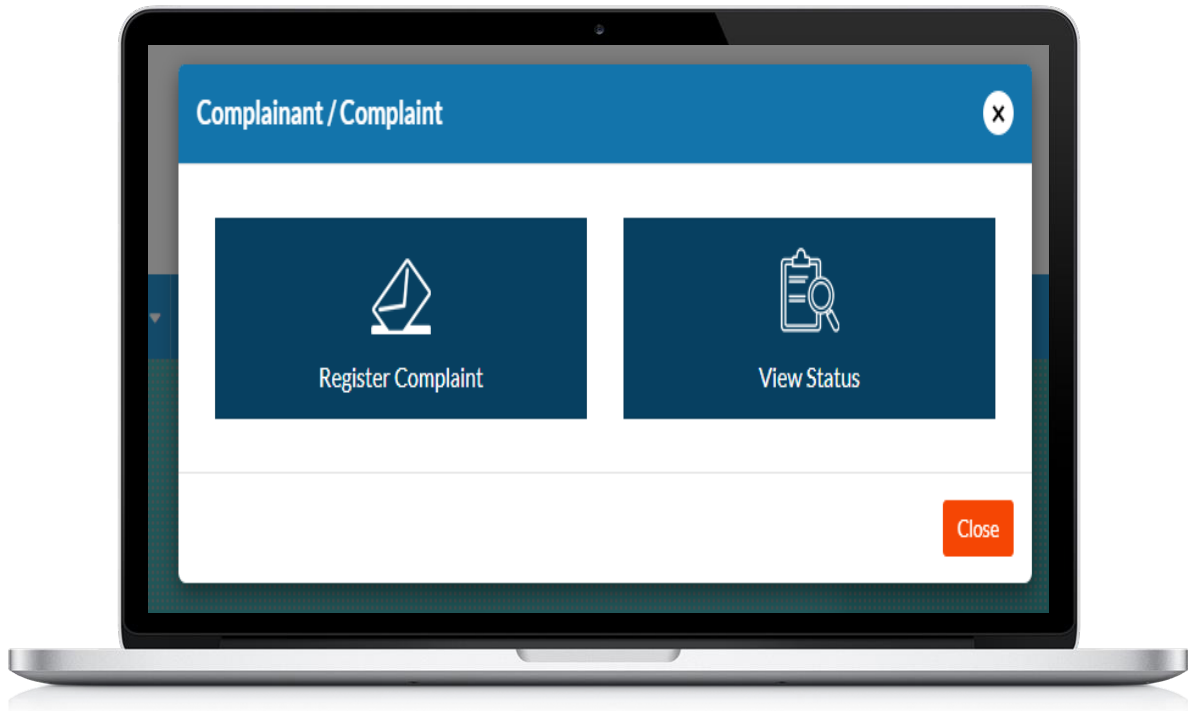
Register a Complaint

❖ To register your complaint, please follow these steps:

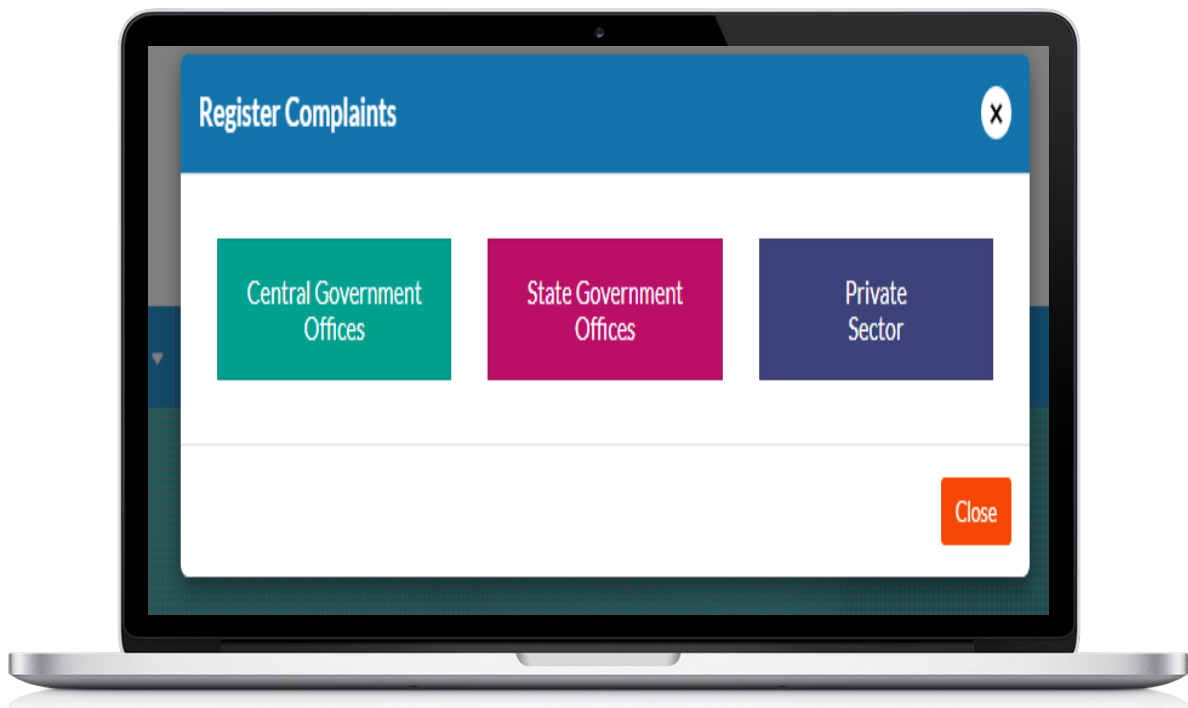
1. Click on Register your complaint.



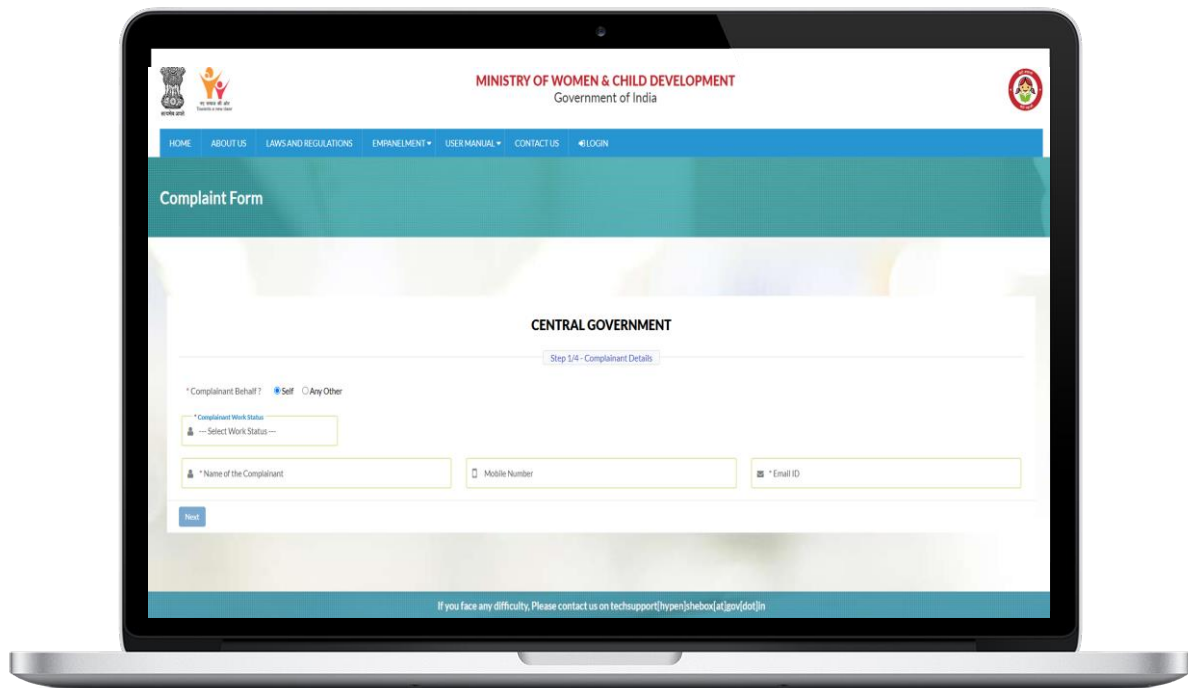
- Choose Register Complaint.



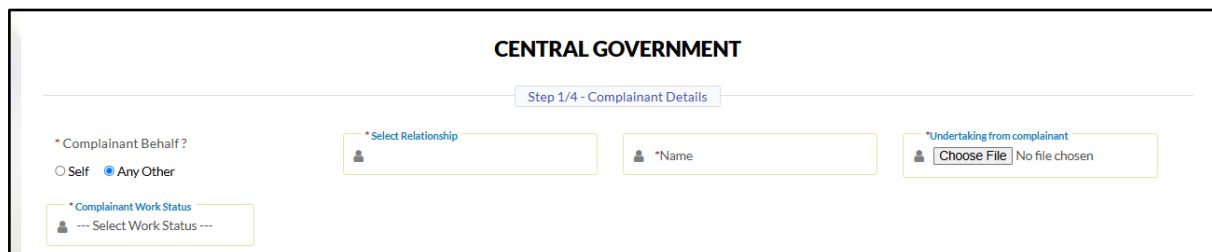
Choose Central Government from the above options for further Action.



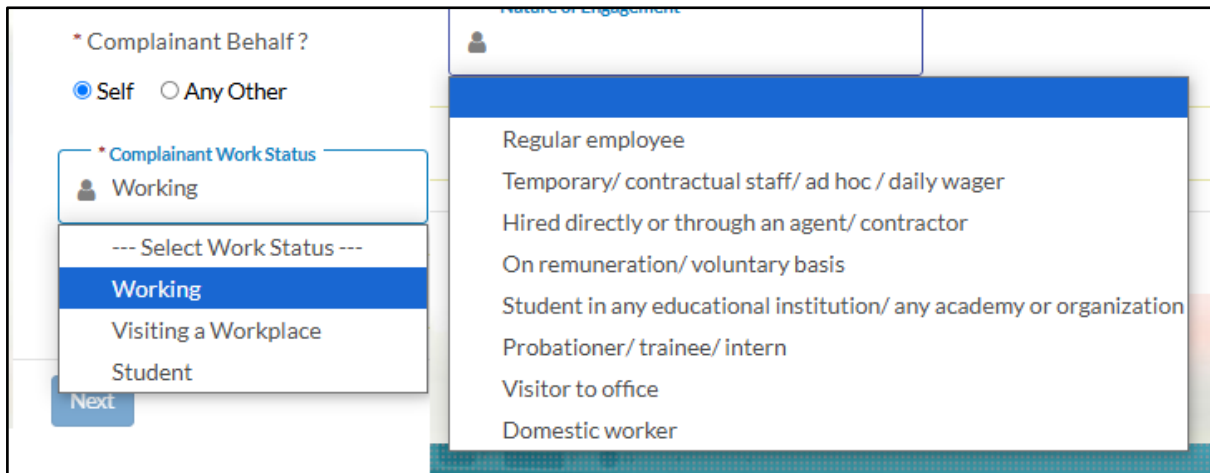
Step-1:



- In case, someone else is complaining on the behalf of complainant following details shall be updated.



- In case, complainant Work Status is working, Nature of engagement is to be chosen from the options given.



* Complainant Behalf ?
☒ Self ☐ Any Other

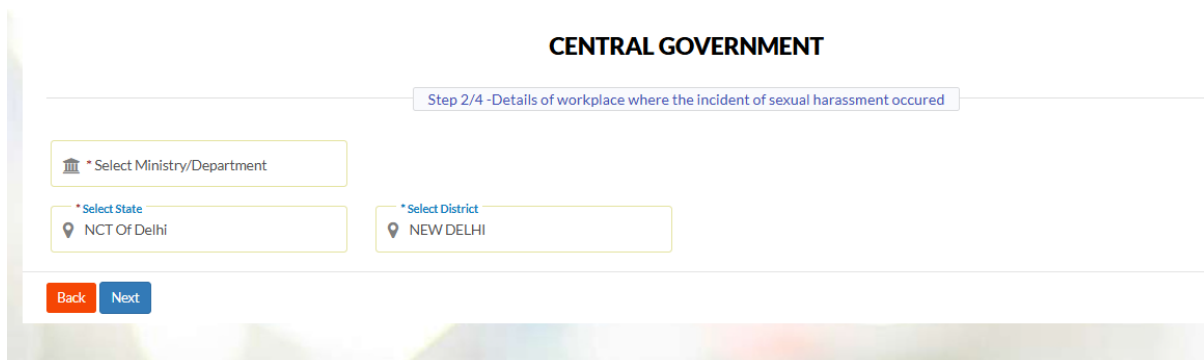
* Complainant Work Status
 Working
 --- Select Work Status ---
 Working
 Visiting a Workplace
 Student

Next

Nature of Engagement
 Regular employee
 Temporary/ contractual staff/ ad hoc / daily wager
 Hired directly or through an agent/ contractor
 On remuneration/ voluntary basis
 Student in any educational institution/ any academy or organization
 Probationer/ trainee/ intern
 Visitor to office
 Domestic worker

Step-2:

- Select Ministry and Department from the options given in the list and fill in all other details to go to the next step.



CENTRAL GOVERNMENT

Step 2/4 -Details of workplace where the incident of sexual harassment occurred

* Select Ministry/Department

* Select State
 NCT Of Delhi

* Select District
 NEW DELHI

Back Next

Step-3:

- Fill in all the mandatory details and click on next.

CENTRAL GOVERNMENT

Step 3/4 - Details of the Respondent

* Name of Respondent * Designation Email ID Mobile No.

Working relationship of Respondent with complainant

* Are the details of workplace of the respondent same as that of the workplace where the incident of sexual harassment occurred? ☐ Yes ☒ No

Select Ministry/Department

Select State Select District

NCT OF Delhi New Delhi

* Are there more than one Respondents? ☐ Yes ☒ No

[Back](#) [Next](#)

- Choose the options from the list given below.

Working relationship of Respondent with complainant

Respondent is the employer of the complainant

Respondent is working as a colleague with the complainant at the workplace

Respondent is the direct reporting officer of the complainant

Respondent is not the direct reporting officer of the complainant but higher in hierarchy to the complainant

Respondent is the employer at the workplace which is visited by the complainant.

Respondent is the employee of the workplace which is visited by the complainant.

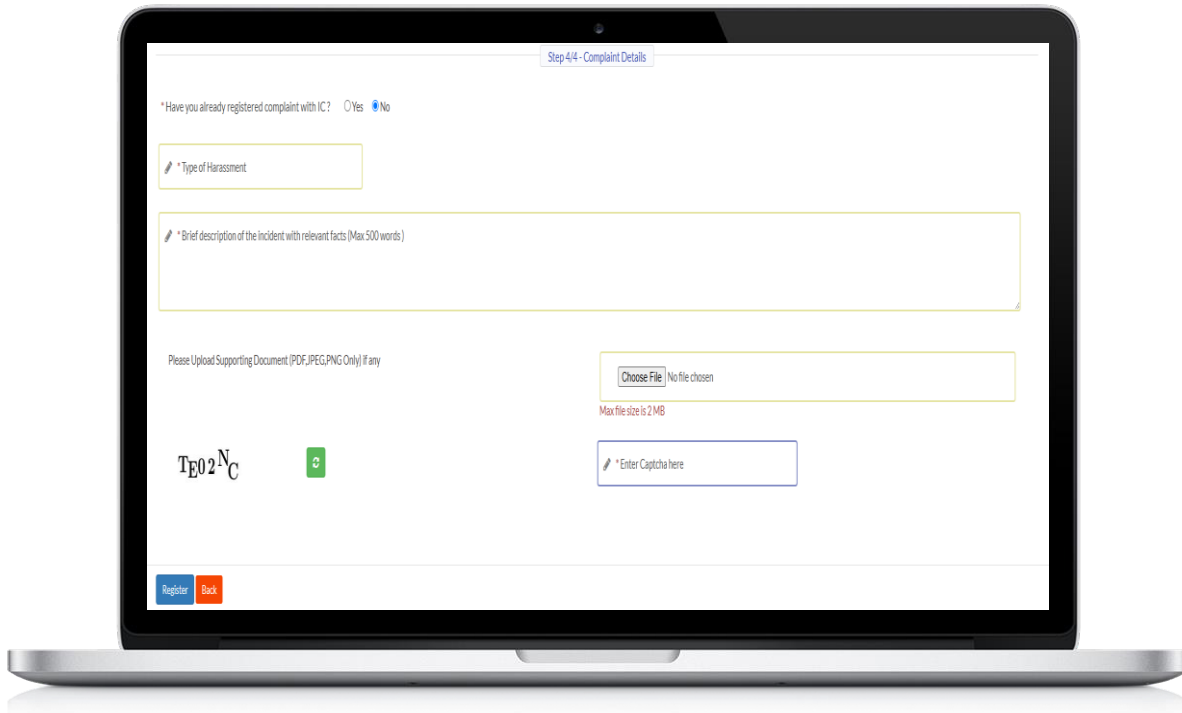
Respondent is supervising the academic activities or is a faculty or officer/staff at the institution where the complainant is studying/training

Respondent is a co-worker

Any other

Step-4:

- Fill in all the mandatory details and click on Register.



The screenshot shows a web form titled "Step-4/4 - Complaint Details" on a laptop screen. The form contains the following elements:

- A question: "* Have you already registered complaint with IC?" with radio buttons for "Yes" and "No". The "No" option is selected.
- A text input field labeled "* Type of Harassment".
- A large text area labeled "* Brief description of the incident with relevant facts (Max 500 words)".
- A section for document upload with the text "Please Upload Supporting Document (PDF, JPEG, PNG Only) if any". It includes a "Choose File" button, the text "No file chosen", and a note "Max file size is 2 MB".
- A CAPTCHA image showing the text "T_F02^NC" and a green refresh button.
- A text input field labeled "* Enter Captcha here".
- At the bottom left, there are two buttons: "Register" (blue) and "Back" (orange).