



SHe-Box: The Sexual Harassment Electronic Box

A Comprehensive Compliance Playbook for Private Organizations

A **step-by-step guide** to Onboarding, Management, and Statutory Reporting under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

A Centralized Repository for Workplace Safety

The SHe-Box (Sexual Harassment Electronic Box) is a single-window access point for every woman, irrespective of work status, to register complaints.

**Aggrieved Woman
(Complainant)**



**Centralized
Repository**



**Government
(Monitoring Authority)**

Scope: Covers Government, Private, and Unorganized sectors. Acts as a national database of Internal Committees (ICs) and Local Committees (LCs).



**Employer
(Private/Public)**

Operational Efficiency and Legal Mandate

The Mandate

Operationalizes Section 4 of the SH Act, 2013
(Establishment of Internal Committees) and enables government monitoring duties.

The Benefits



Streamlined Handling: All data in one centralized place.



Data Consistency: Uniform reporting reduces discrepancies.



Transparency: Real-time tracking for complainants and authorities.



Accessibility: Multi-lingual support and automatic jurisdictional routing.

The Human Infrastructure: The Nodal Officer



Nodal Officer (NO)

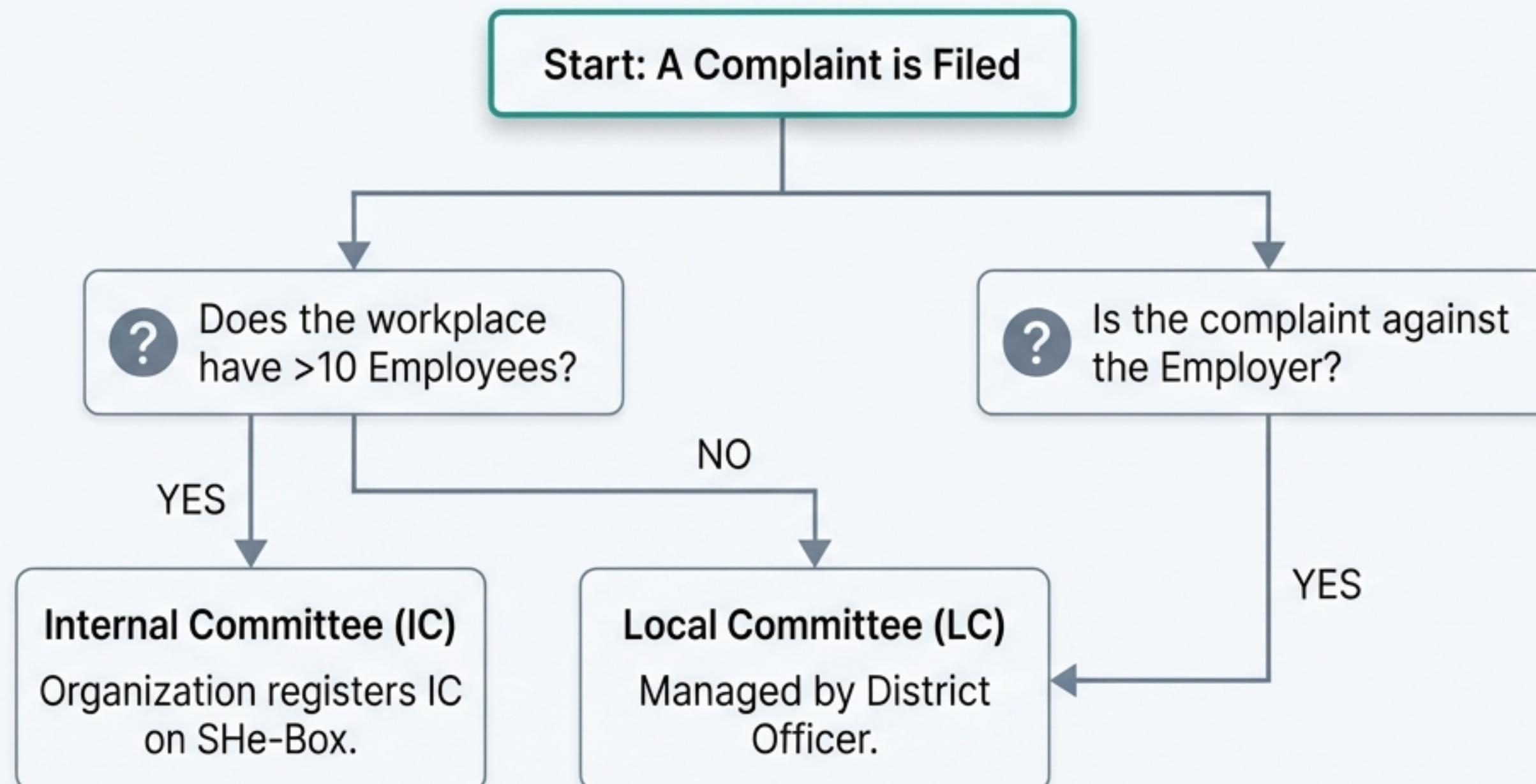
Key Responsibilities

-  **Data Integrity:** Updating Internal Committee details.
-  **Oversight:** Tracking complaint status for timely action.
-  **Reporting:** Submitting Annual Reports digitally.
-  **Awareness:** Logging sensitization workshops.



The Nodal Officer is the bridge between the Employer, the Internal Committee, and the Complainant. They act as the guardian of statutory compliance and reputation.

Understanding Jurisdiction: IC vs. LC



Unorganized Sector: Domestic workers and unorganized laborers file via SHe-Box, automatically routed to the Local Committee based on district.

PHASE I: PRE-REGISTRATION CHECKLIST

Have these items ready before logging in.



- ✓ Full Legal Name of Organization.
- ✓ Official Head Office Email ID & Mobile Number.
- ✓ Nodal Officer Details (Name, Designation, Contact).

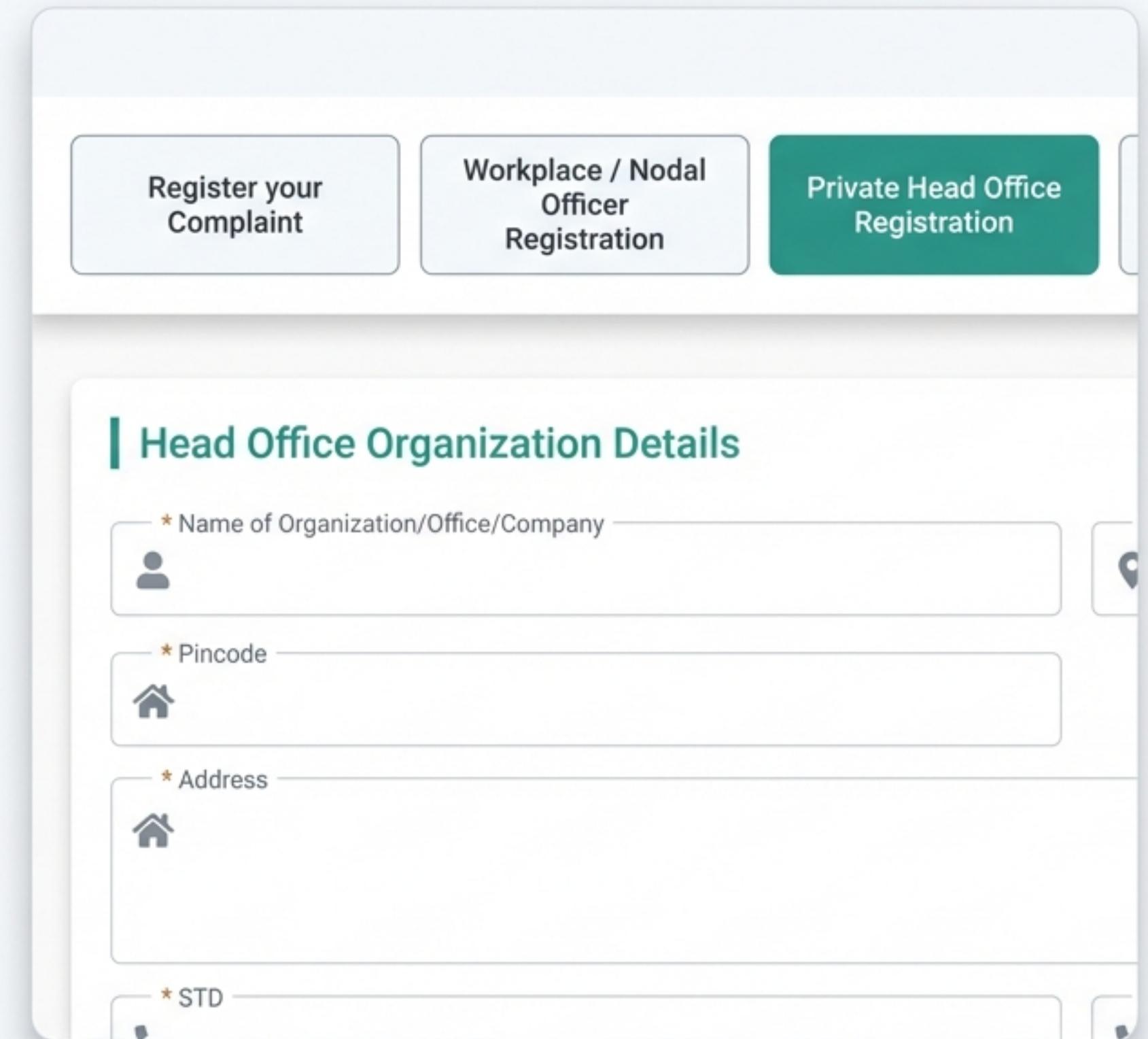
CRITICAL DOCUMENT RULE

The portal allows only **ONE file upload**. If you have multiple registration docs (GST + PAN + Company Reg), you **MUST merge them into a single PDF file** before starting.



Step 1: Initiating Head Office Registration

1. Navigate to <https://shebox.wcd.gov.in/>
2. Click the 'Private Head Office Registration' tab.
3. Fill in Organization Details: Name, Location (State/District), Address, and Official Email.



The image shows a screenshot of a web application interface for head office registration. At the top, there are three buttons: 'Register your Complaint' (grey), 'Workplace / Nodal Officer Registration' (grey), and 'Private Head Office Registration' (green, indicating it is the active tab). Below this, a section titled 'Head Office Organization Details' contains four form fields: 'Name of Organization/Office/Company' (with a person icon), 'Pincode' (with a house icon), 'Address' (with a house icon), and 'STD' (with a location pin icon). The entire form is set against a light grey background with rounded corners.

Register your Complaint

Workplace / Nodal Officer Registration

Private Head Office Registration

Head Office Organization Details

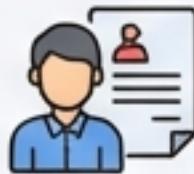
* Name of Organization/Office/Company

* Pincode

* Address

* STD

Step 2: Officer Designation and Documents



- 1. Officer Details:** Enter Name, Designation, Mobile, and Email (This email will be the username).
- 2. Upload Document:** Click 'Choose File' to upload the MERGED Company Registration/GST/PAN file.
- 3. Submit:** Enter Captcha and click Submit.

Officer Details

* Name of Head Officer for SH Act	* Designation	* STD	* Landline No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Mobile No.	* Email ID	* Select State	* Select District
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select Sub District	* Pincode	* STD	* Landline No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

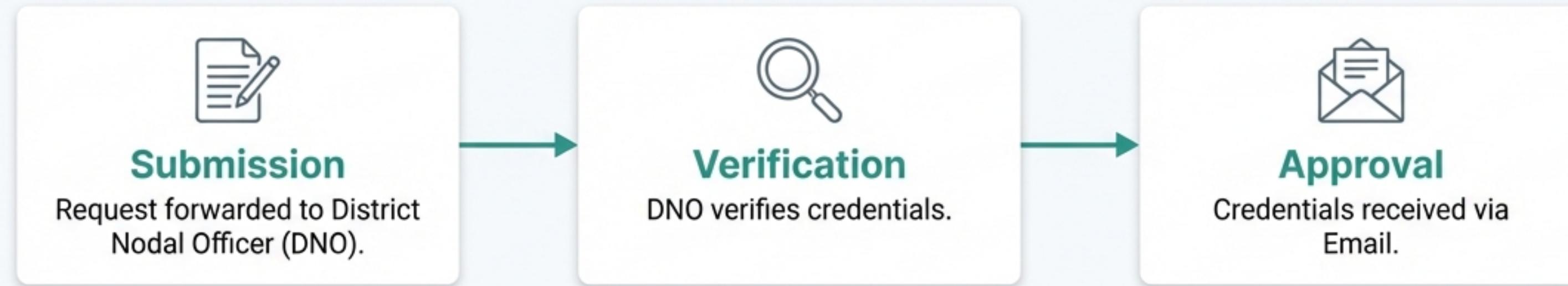
* Address

Relevant Document (PDF, DOC, DOCX, JPG, PNG only):

No file chosen

Relevant Documents : Company registration number, GST Number, Company PAN Number

The Verification and Approval Workflow

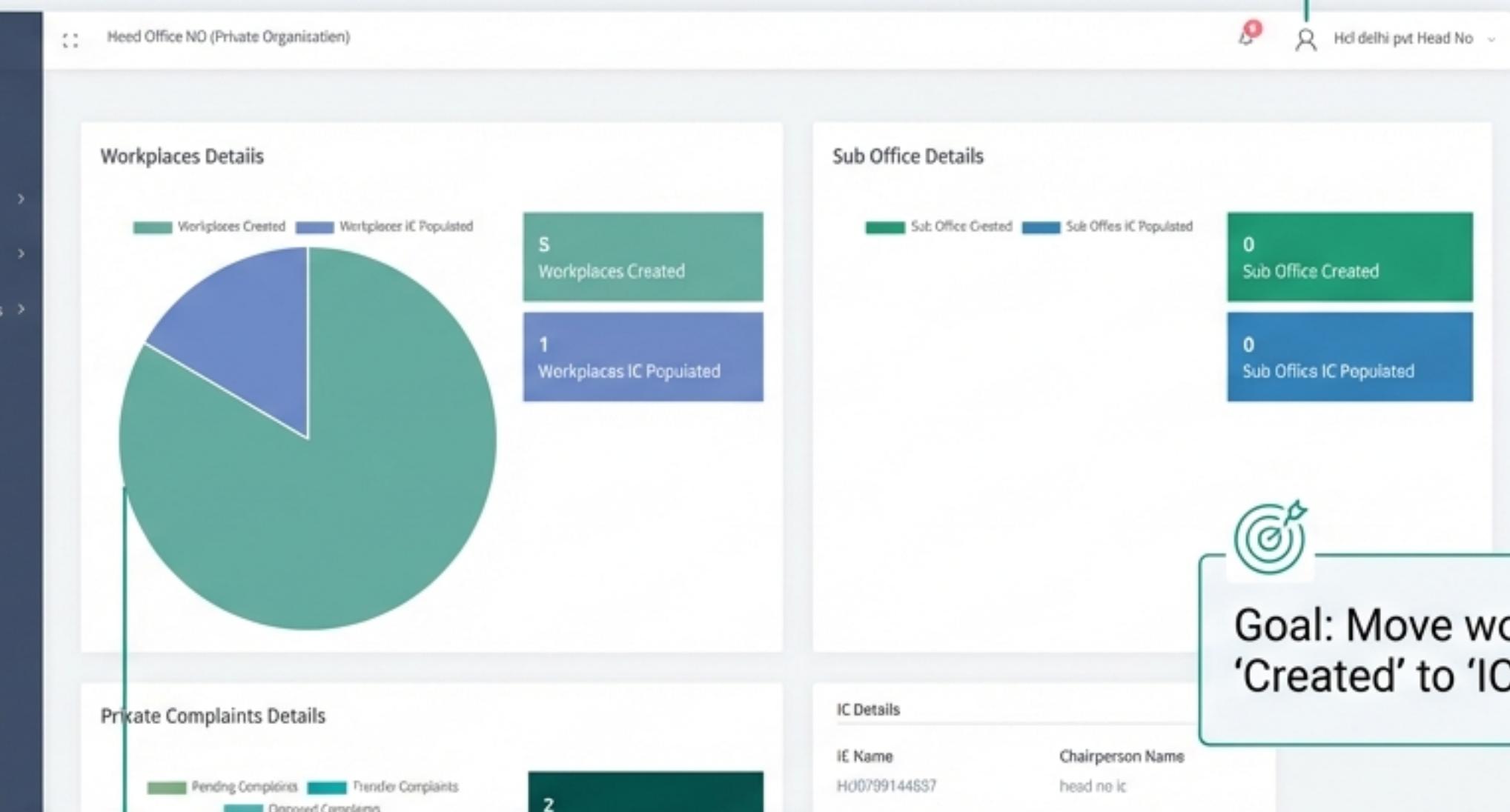


Office Approved Successfully

Dear User,
Your Head office has been approved successfully by District Nodal Officer.
Your username is jane.moon@liberis.com
Your one time password is **Nnsf\$so97**
Once the password is reset, you may continue to use the same login ID and password to login in future.
In case of any issues, please contact the SHe-Box Admin or the SHe-Box Support Team.
Sincerely,
SHe-Box Team

Log in with these credentials and reset password immediately.

Phase II: The Head Office Dashboard



Profile Management.

Goal: Move workplaces from 'Created' to 'IC Populated'.

Status Overview:
Monitor 'Created' vs
'Populated' Workplaces.

Registering the Internal Committee (IC)

- 1. **Menu:** Workplace & IC Management > IC Registration.
- 2. **Organization Details:** Verify auto-filled data.
- 3. **Add Chairperson:** Enter Name, Email, Contact. (This creates their login).
- 4. **Add Members:** Use 'Add More' button for remaining members.
- 5. **Action:** Click Register.

UI Card

IC Registration

Organization Details

Name	Contact No.	Email ID
Head Office NO (Private Organization)	112455667929	annscatnating@gmail.com

Add IC Details

Title	Name	Designation	Contact No.	Email Id	Office Address	Action
IC Chairperson	John Smith	Designation	+12355557929	annsamsiston@gmail.com	Head Office (Private Organization)	

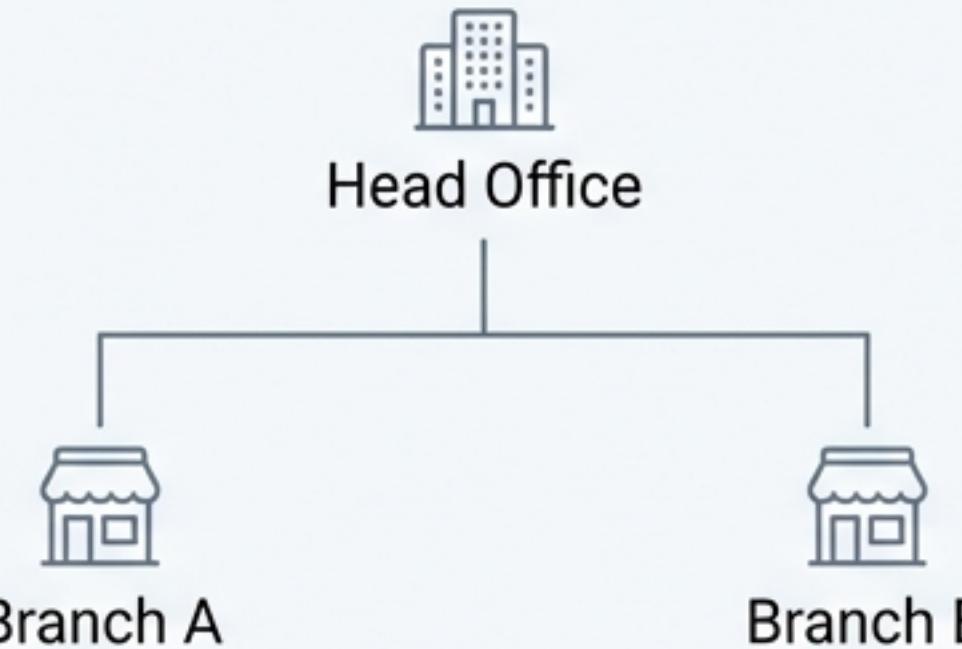
+ Add More

Click to Add More Members

Register

Note: Ensure all members are accurately added before finalizing.

Managing Subordinate Offices and Branches



1. Workplace Details:
Name and Address of the specific branch.



2. Nodal Officer Details:
Assign a dedicated officer for this branch.

Decentralized Monitoring: Branches manage local compliance; Head Office maintains oversight.

1

2

Phase III: Annual Reporting and Maintenance

Statutory Submission u/s 21 of SH Act, 2013

Data Points

 Complaints Received.

 Cases Disposed.

 Cases Pending >90 Days.

 Workshops Conducted.

 Action Taken.

Add Annual Report

Display of penal consequences of sexual harassments and the order constituting, the Internal Committee at conspicuous place in the workplace u/s Section 4 (1) of the Act

Submission of Annual Report (u/s 21 of SH Act, 2013)

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:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of workshops or awareness programs conducted:	Number of actions taken by the employer or District Officer:	Report Year
<input type="text"/>	<input type="text"/>	<input type="text"/> Select Report Year
Is report sent?	Date of Report Sent	Attach Report (PDF, DOC, DOCX only):
<input type="text"/> Select	<input type="text"/> dd-mm-yyyy	<input type="text"/> Choose File No File chosen

Submit Report

Capacity Building and Awareness

Awareness/Sensitization Programmes

Name of Organizer *	Date of Event *
<input type="text" value="Name of Organizer"/>	<input type="text" value="27/08/2023"/> <input type="button" value="Calendar"/>
Date of Event *	Place of Event *
<input type="text" value="Resource Person"/>	<input type="text" value="Place of Event"/>
Resource Person *	No. of Members Participated *
<input type="text" value="Resource Person"/>	<input type="text" value="10"/>
Upload Document *	<input type="button" value="Upload Document"/>
<input type="button" value="Submit"/>	

1. Recording Training



Mandatory Logging: Record Orientation and Awareness programs, date, and participant count.



2. Finding Experts



Empanelment Feature: Use the 'Empanelment' tab to find government-approved experts in Law, Social Work, or Psychology for conducting internal training.

Support Systems and External Redressal



Unorganized Sector

Complaints without an IC are routed to the District Local Committee (LC).



NALSA Helpline

15100

Immediate Legal Aid.



Legal Services

Access Legal Services Clinics and Para Legal Volunteers via NALSA website.

Strict compliance is mandatory. Reference: Aureliano Fernandes Vs. State of Goa & Ors (Hon'ble Supreme Court).