



ई-मेल/स्पीडपोस्ट
केन्द्रीय विद्यालय संगठन (मुख्यालय)
18 सांस्थागत क्षेत्र शहीद जीत सिंह मार्ग,
नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN(HQ)
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

एफ0 11-55/2000/केविस (सर्तकता)/पार्ट-2/619-626 दिनांक 10/10/..2024

उपायुक्त/निदेशक
केन्द्रीय विद्यालय संगठन,
सभी क्षेत्रीय कार्यालय/जीट


विषय: Uploading data and complaints under the Sexual Harassment of Women at Workplace Act, 2013 at improved version of She-Box portal, developed by MWCD - reg.

महोदया/महोदय,

उपरोक्त के संदर्भ में इस पत्र के साथ अवर सचिव, भारत सरकार, शिक्षा मंत्रालय, शास्त्री भवन, नई दिल्ली द्वारा प्रेषित पत्र संख्या F.No.10-1/2024-IS-17 दिनांक 09.09.2024 की प्रति समस्त दस्तावेजों सहित इस अनुरोध के साथ भेजी जा रही है कि पत्र में दिए सभी दिशा-निर्देशों का पालन करने के लिए अपने अधिकार क्षेत्र के अंतर्गत आने वाले सभी केन्द्रीय विद्यालयों को आवश्यक कार्यवाही हेतु भिजवाने का कष्ट करें।

संलग्न: उपरोक्तानुसार

भवदीय


(लाल बहादुर शर्मा)

सहायक आयुक्त (सतर्कता)

प्रतिलिपि:

1. IS-17 Section, D/o SE & L, शिक्षा मंत्रालय, भारत सरकार, शास्त्री भवन, नई दिल्ली।
2. सुश्री चंदना मंडल, संयुक्त आयुक्त (प्रशिक्षण) व पीठासीन अधिकारी, 'आंतरिक शिकायत समिति' केन्द्रीय विद्यालय संगठन (मु.) को आवश्यक कार्यवाही हेतु प्रेषित।
3. केन्द्रीय विद्यालय संगठन (मु.) की 'आंतरिक शिकायत समिति' से संबंधित सभी मनोनीत सदस्य।
4. उपायुक्त (शैक्षिक), ईडीपी प्रकोष्ठ को इस अनुरोध के साथ प्रेषित की इस पत्र को केवीएस वेबसाइट पर प्रशासन के तहत उप-शीर्ष 'सतर्कता' में अपलोड किया जाए।
5. निजी सचिव, आयुक्त, केन्द्रीय विद्यालय संगठन (मु.)।
6. निजी सहायक, संयुक्त आयुक्त (प्रशिक्षण), केन्द्रीय विद्यालय संगठन (मु.)।
7. गार्ड फाईल।

#cc(BD)

Am
10/10/24

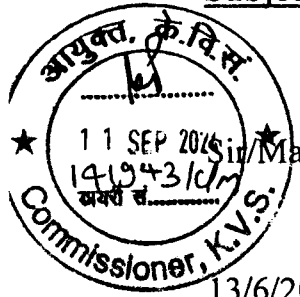
F. No. 10-1/2024-IS-17
Government of India
Ministry of Education
Department of School Education & Literacy
(IS-17 Section)

New Delhi, 9th September, 2024

To,

1. The Addl. Chief Secretary/Principal Secretary/Secretary,
Department of Education, All States/UTs.
2. The Heads of Autonomous Bodies

Subject: Uploading data and complaints under the Sexual Harassment of Women at Workplace Act, 2013 at improved version of She-Box portal, developed by MWCD- reg.



Sir/Madam,

I am directed to enclose herewith a copy of D.O. letter No. WW-13/6/2024-WW dated 28th August, 2024 of Secretary, Ministry of Women and Child Development on the subject mentioned above, which is self-explanatory.

2. MWCD has informed that a new improved version of She-Box portal to be launched shortly for serving as a central repository for data and complaints under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It has been requested that the following information may be compiled and upload the same on the She-Box portal as soon as it is launched:

- (i) IC details
- (ii) Complaint Details

Accordingly, it is requested that the said information may be compiled and upload the same on the newly launched She-Box portal.

Encl.: As above

24/50(vig)/Min
17/9/24

Yours faithfully,

(Raj Kumar Nigam)

Under Secretary to the Government of India

12 SEP 2024

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Please ensure
it is compiled with

अनिल मलिक, आई.ए.एस.
सचिव

Anil Malik, I.A.S.
Secretary

Tel. : 011-23383586, 23386731
Fax : 011-23381495
E-mail: secy.wcd@nic.in



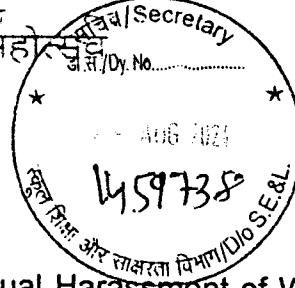
भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली-110 001

Government of India
Ministry of Women & Child Development



D.O. No. WW-13/6/2024-WW

आजादी का
अमृत महोत्सव



28th August, 2024

Dear Colleague,

As you are aware that "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" (SH Act) has been enacted to provide protection to women against sexual harassment at workplace and also for the prevention and redressal of complaints related to it, irrespective of the age of women, their employment status or nature of work whether working in public or private, organised or unorganised sectors. The Act casts an obligation upon employers of all workplaces, public or private, to provide a safe and secure working environment free from sexual harassment, whereby every employer is mandated to constitute an Internal Committee (IC) where the number of employees/ workers is ten or more and also for constitution of a Local Committee at District level. The Act mandates the Appropriate Government to monitor the implementation of the Act and maintain data on the number of cases filed and disposed of in respect of the Act.

2. However, there was no system for a centralised data base available to access the details of IC/LC and number of complaints received and disposed of under SH Act. The Hon'ble Supreme Court in its order dated 13.08.2024 in the matter of Aureliano Fernandes Vs State of Goa & Ors. Has stressed on the need for creating a dashboard to display relevant information about the ICs/LCs in public domain so that the same can be accessed by general public also.

3. This Ministry has developed an improved version of She-Box portal which will be launched very shortly. It will serve as a central repository for data and complaints under the SH Act across the country.

4. Hence, all Ministries/ Departments and States/UTs are requested to kindly compile the following information and upload the same on the She-Box portal as soon as it is launched :

- (i) IC details (as per the User Manual attached).
- (ii) Complaint Details

...2/-

5. The User Manual to login/access the new She-Box portal is attached at Annexure.

With regards,

Yours sincerely,

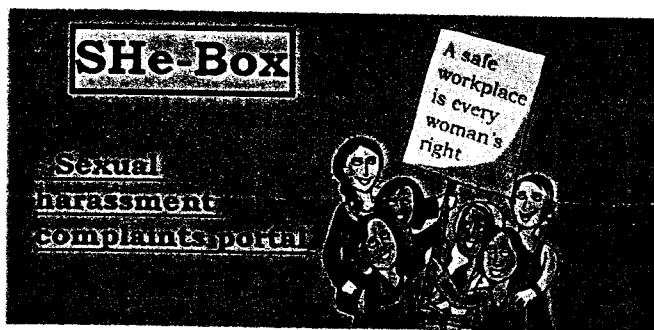


(Anil Malik)

Encl : As above

To

1. The Secretaries of all Ministries/Departments of Gol
2. The Chief Secretaries of all State Governments/ UT Administrations
3. Addl. Chief Secretaries/ Principal Secretaries/ Administrative Secretaries of all WCD Departments.



SHE-BOX



सत्यमेव जयते

महिला एवं
बाल विकास मंत्रालय
MINISTRY OF
WOMEN AND
CHILD DEVELOPMENT

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

She-Box Registration of Nodal Officer
of Central Government: User Manual

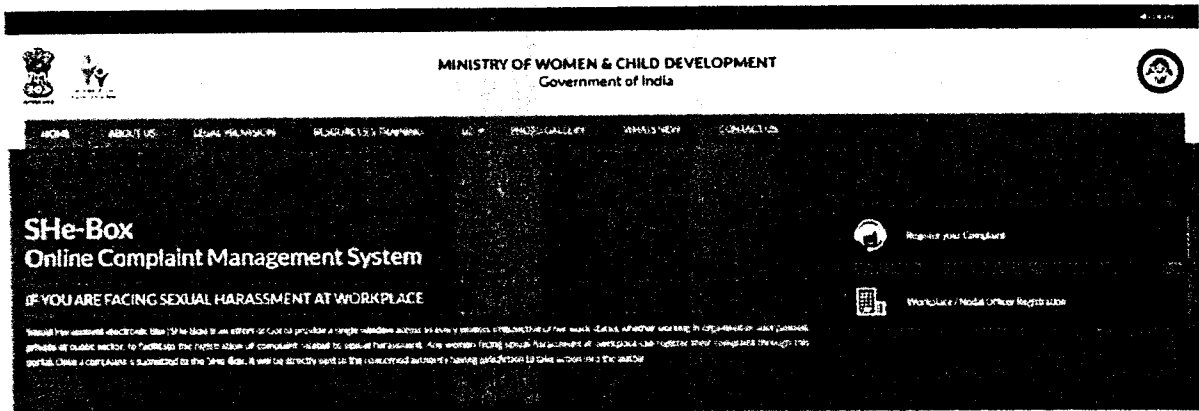
User Manual



1. She-Box portal

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

1. Open your web browser.
2. Type in the URL:
3. You will be directed to the homepage of the She-Box Portal.

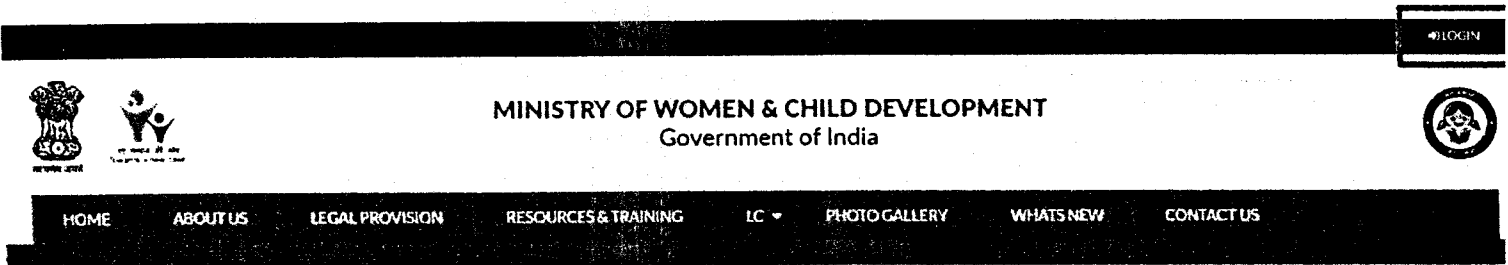


Statistics



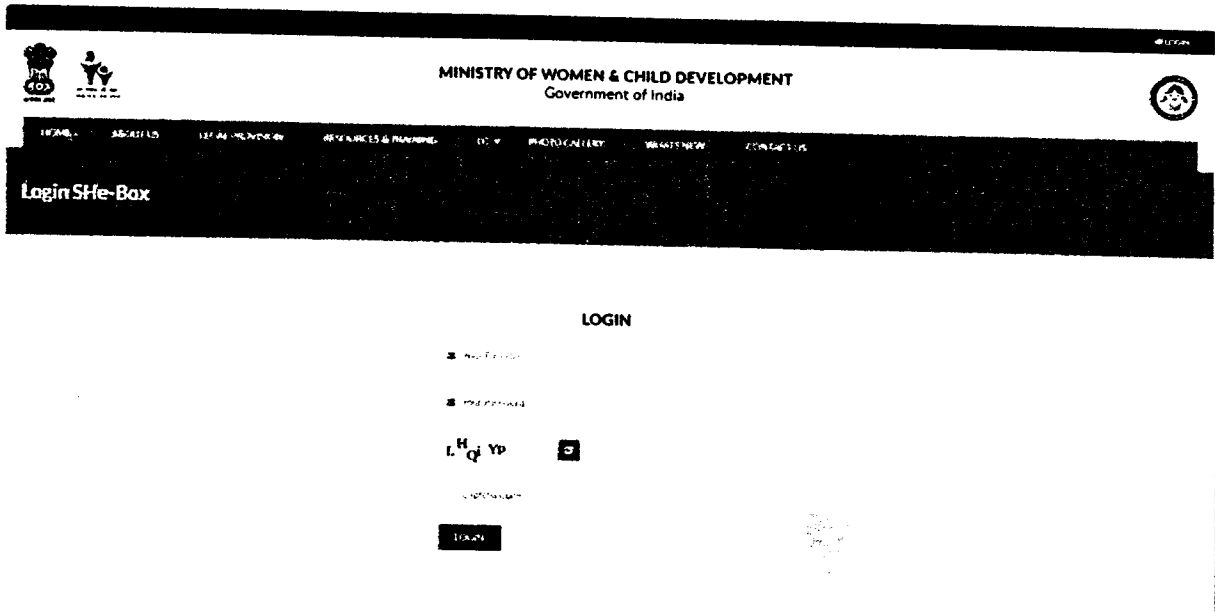
2. Click on Login

- To proceed with Login, please follow these steps:
 - Click on Login on the top of the page



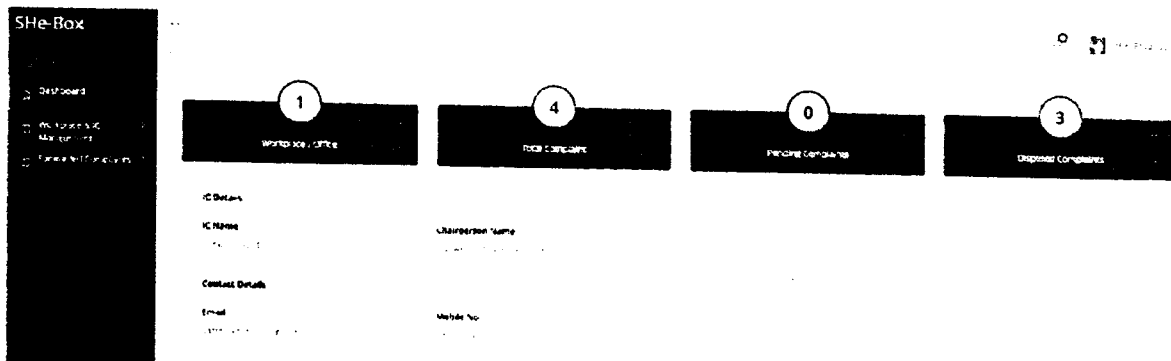


- To proceed with logging in, please follow these steps:
 - Enter your ID, password, and captcha in the respective fields.
 - Click on the "Login" button to open your account



4. Central Nodal Officer Dashboard

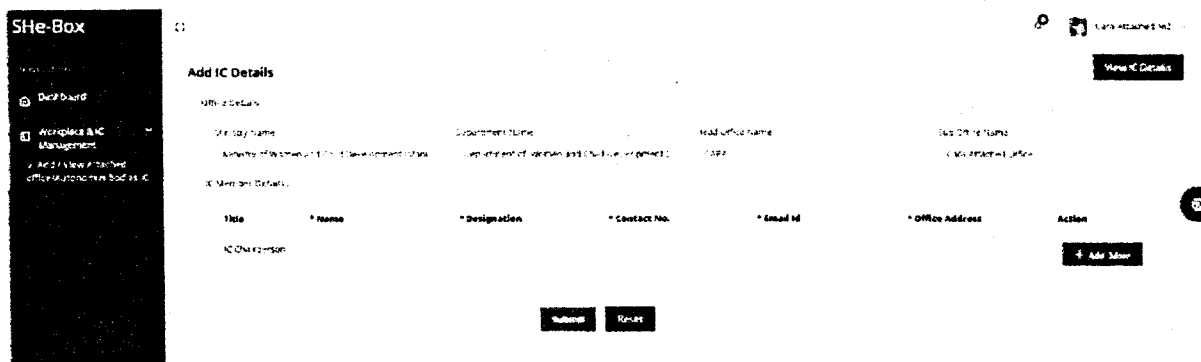
After logging in successfully, dashboard will open.



5. Add/View Attached Office/Autonomous Bodies IC

To add/view Attached Office/ Autonomous Bodies IC, follow these steps:

- I. Go to Workplace & IC Management
- II. Click on Add/view Attached Office/ Autonomous Bodies IC, following form will open.



Add IC Details

Office Details

Office Name: Government Name: Lead Office Name:

Address of Workstation: Department of origin and jurisdiction: IC Member Details:

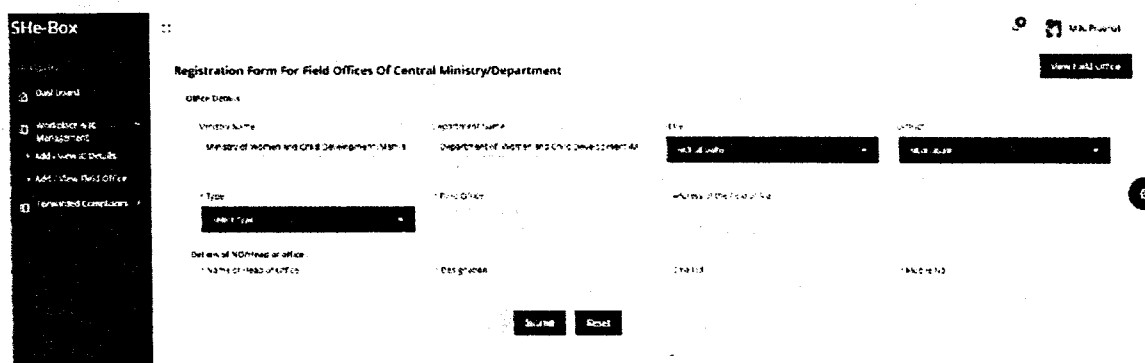
Title	Name	Designation	Contact No.	Email ID	Office Address	Action
IC Over person						

- iii. Fill all the details and click on Submit.

6. Add/View Field Office

To add/view Field Office, follow these steps:

- III. Go to Workplace & IC Management
- IV. Click on Add/view Field Office, following form will open.



Registration Form For Field Offices Of Central Ministry/Department

Office Details

Ministry Name: Department Name: City: State:

Type: Details of Nodal Officer:

Name of Nodal Officer: Designation: Contact: Mobile No:

- iii. Fill all the details and click on Submit.
- iv. User can create multiple Field offices.