



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/I-Govt. guidelines/27/REctt/17-18

Dated: 29th Nov.,2017

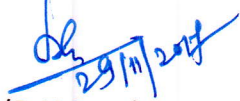
All HODs/RMs/CC Heads
Central Warehousing Corporation
Corporate Office/Regional Office/Const.Cells

Sub:- Online complaint management system titled "Sexual Harassment Electronic Box (She-Box)" – reg.

Sir,

Please find enclosed a copy of OM No.9-14/2017-SG-I dated 20.11.2017 from Ministry of Consumer Affairs, Food and Public Distribution alongwith DOPT OM No.F.13011/1/2013-E.I dated 01.11.2017 on the subject mentioned above for information and circulation.

Yours faithfully,


(P.K.Saw)

Dy. General Manager(Pers)

Encl: as above.

Copy to:

1. GM(MIS), CWC, CO, New Delhi for uploading on CWC website.
2. Sr.PA to Chairman/PPS to MD/Sr.PA to Dir(Pers)/Sr.PA to Dir(MCP)/PS to CVO, CWC, CO, New Delhi.
3. Guard file.

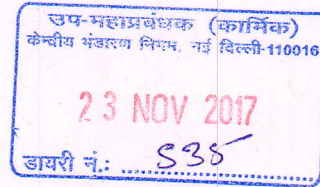
No.9-14/2017-SG-I
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
Department of Food and Public Distribution



Krishi Bhawan, New Delhi.
Dated: the 20th November, 2017.

To,

1. The Managing Director,
Central Warehousing Corporation,
4/1, Siri Institutional Area,
August Kranti Marg, Hauz Khas,
New Delhi – 110016
2. The Managing Director,
Central Railside Warehouse Company Ltd.,
Ground Floor, Pragati Maidan,
Metro Station Building,
New Delhi – 110001
3. Joint Secretary,
Warehousing Development & Regulatory Authority,
4th Floor, NSUI Building, 3 Siri Institutional Area,
Hauz Khas, New Delhi – 110016

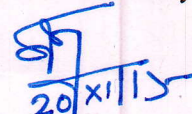


Subject : Online complaint management system titled “Sexual Harassment electronic-Box (She-Box) - reg.

Sir,

I am directed to forward herewith a copy of Department of Personnel & Training's (DoPT) OM No.F.13011/1/2013-E.I dated 1st November, 2014 received from Establishment-I Section of this Department on the subject cited above for information and compliance.

Yours faithfully,


(Devendra S. Uikey)
Under Secretary to the Government of India
Tel: 011-23382240

Encl: As above.

SAM (Policy)

[Handwritten signature]

Pt. Anandkumar

DGM (P)

Director (P)

54
22/11/2017

[Handwritten signature]
23/11

[Handwritten signature]
23/11/2017

8

Receipt No : 138420/2017/SO(EST - I)

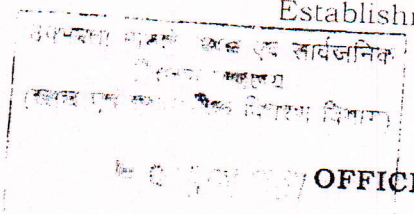
File No.F.13011/1/2013-E.I

F. No. 11013/7/2016-Estt.A-III

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi - 110001
Dated 1st November, 2017

782/ps/Genl
10/11



OFFICE MEMORANDUM

Subject: Online complaint management system titled "Sexual Harassment electronic-Box (SHe-Box)" - regarding.

The undersigned is directed to say that Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic-Box (SHe-Box) on 24th July, 2017 for registering complaints related to sexual harassment at workplace. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to sexual harassment at workplace under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. Once a complaint is submitted to SHe-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The She-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs. The SHe-Box portal can be accessed at the link given below:

<http://www.shebox.nic.in/>

3. Features of the SHe-Box are as under:

- (i) SHe-Box is an online Complaint Management System for lodging complaints related to sexual harassment of women at workplace. The steps required for filing of complaint through SHe-Box can be downloaded from the link: <http://www.shebox.nic.in/assets/site/downloads/manual.pdf>
- (ii) Any woman working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) can file complaint related to sexual harassment at workplace through this SHe-Box.
- (iii) Once a complaint is submitted to the SHe-Box, it will directly send the complaint to the Internal Complaints Committee (ICC) of the concerned Ministry/Department/PSU/Autonomous Body etc. having jurisdiction to inquire into the complaint. The Internal Complaints Committee will take action as prescribed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and update the status of the complaint through **'Administrator Login'**

---Contd.

10/11/17

9/11/17

for X&J

(iv) The status of complaint can be viewed at any time by pressing the tab 'View Status of Your Complaint' within SHe-Box.

4. The complaint registered in the She-Box contains only a brief description of the incident of sexual harassment at workplace. The Internal Complaints Committee (ICC) is required to initiate inquiry as prescribed under Section 11 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with Department of Personnel & Training's O.M. No. 11013/2/2014-Estt.(A-III) dated 16th July, 2015 by calling upon the complainant to provide detailed complaint along with all the relevant evidences (documentary or otherwise).

5. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all officers and staff working under them. The Ministries/Departments are also requested to advise the PSEs /Autonomous Bodies under their administrative control to bring the content of SHe-Box to all officers and staff.

6. Hindi version will follow.

(Nitin Gupta)

Under Secretary to the Govt of India

Tel: 23040264

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the Head Notifications → OMs & Orders → Establishment → CCS (Conduct Rules) & What's New]
17. Hindi Section, DoP&T

(Nitin Gupta)

Under Secretary to the Govt of India

Tel: 23040264