

No. 8-57/2025-Governance-I
Government of India
Ministry of Youth Affairs & Sports
(Department of Sports)

Hall No. 103, Jawaharlal Nehru Stadium,
Lodhi Road, New Delhi.

Dated: 21st August, 2025.

To

- i. President, Indian Olympic Association &
- ii. President/ Secretary General of All National Sports Federations

Subject: Enhancement of Workplace Onboarding on She-Box Portal and Updation of Internal Committee Details in Compliance with Hon'ble Supreme Court Directives – reg.

Sir/Madam

I am directed to forward herewith a copy of DO Letter No. 16/3/2023-WW dated 30.05.2025 of Secretary, Ministry of Women and Child Development (MoWCD), along with its enclosures, on the subject mentioned above.

2. Indian Olympic Association (IOA) and All concerned National Sports Federations (NSFs) are requested to prominently display the web-link of the She-Box portal (<https://shebox.wcd.gov.in/>) on their official websites and associated digital platforms. This is to ensure wider dissemination of information and to facilitate effective implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), in accordance with the directions of the Hon'ble Supreme Court regarding onboarding on the She-Box portal.

3. Further, IOA and all NSFs are requested to register their respective offices on the She-Box portal using the following link:

<https://shebox.wcd.gov.in/registerOffices>

4. Additionally, a user manual for the registration process is enclosed. For any clarifications, the Under Secretary (WW), Ministry of Women and Child Development, may be contacted at Tel: 011-23073119 or via email at sandeep.g@nic.in

Yours faithfully



(Bhupender Yadav)
Section Officer (Governance-I)

Encl.: As above.

अनिल मलिक, आई.ए.एस.
सचिव

Anil Malik, I.A.S.
Secretary

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

Government of India
Ministry of Women & Child Development

30th May, 2025

D.O. No. 16/3/2023-WW



Dear Secretary,

Ministry of Women & Child Development launched She-Box portal last year to implement the provisions of 'The Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act, 2013' more effectively. This portal provides a single window access to every woman employee whether working in public, private, organized or unorganized sector to file complaint of sexual harassment at her work place and also track its status. The Hon'ble Supreme Court has passed various directions for compliance by all employers and competent authorities in the matter of Aureliano Fernandes vs. State of Goa & Ors. Multiple correspondences have also been made earlier with your Ministry/Department in this regard during the last nine months.

2. I would request that the web link to the portal (<https://shebox.wcd.gov.in/>) may kindly be highlighted on all the websites of your Ministry/Department and other digital platforms. This portal may also be publicised through appropriate social media handles and other official channels to create awareness and disseminate information about it so that more and more women employees facing sexual harassment at their workplace are able to use it.

3. I would also request you to kindly review the status of filling up the requisite details on the SHe Box Portal in your Ministry/Department and ensure that each employer is compulsory and fully onboarded.

With regards,

Yours sincerely,


(Anil Malik)

Secretaries of all Ministries/ Departments of Government of India

Minutes of meeting to enhance onboarding of workplaces on SHe-Box Portal and updation of IC details in compliance with Supreme Court Directives

Venue: Conference Room No. 602, 6th Floor, A-Wing, Shastri Bhawan, New Delhi

Date & Time: 13th May 2025 at 04:00 P.M

Mode: Hybrid

The Hon'ble Supreme Court of India, vide order dated 03rd December 2024 has emphasized on uploading the requisite details such as the nodal officers, details of Companies/ workplace of private sector and details of Internal Committee on SHe-Box portal for the effective implementation of Sections 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 by employers of every workplace whether in Government or private sector.

2. In accordance with the Hon'ble Court's directive, the Ministry of Women and Child Development (MWCD) convened a meeting with major stakeholders on 13th May, 2025 to deliberate on the onboarding process for the SHe-Box Portal.

Attendance

3. In-person Participation: Representatives from various Government Departments attended the meeting, including the Sports Authority of India, the Department of Higher Education, the Ministry of Rural Development (MoRD), National Commission for Women (NCW) and the National Legal Services Authority (NALSA). Additionally, private sector representatives from CII, FICCI, NASSCOM, the PHD Chamber of Commerce & Industry, KPMG India Pvt. Ltd., and EY LLP were present.

4. Virtual Participation: Representatives from the Department of Financial Services (DFS), Ministries of Ayush, Ministry of Environment, Forest & Climate Change, Ministry of Labour & Employment (MoLE), National Medical Commission (NMC) and ASSOCHAM attended virtually.

Representatives from the Ministry of Corporate Affairs (MCA), Ministry of Home Affairs (MHA), National Consumer Disputes Redressal Commission (NCDRC), Deloitte India Ltd., Mickensey and PWC were also invited to the meeting, however, no officials were in attendance, either physically or virtually.

Discussions and Deliberations

5. The meeting commenced with opening remarks from the Director, M/oWCD, who outlined the objective of the session, emphasizing the importance of onboarding all workplaces—both public and private—onto the SHe-Box Portal. Following this, the Joint Secretary, MoWCD, provided a comprehensive overview of the initiative, highlighting its necessity and the mandatory nature of onboarding in adherence to the directives issued by the Hon'ble Supreme Court. Ministries and departments present in the meeting subsequently shared updates on their ongoing efforts to engage affiliated agencies and instrumentalities in the onboarding process.

6. During the discussions, representatives from private sector entities raised concerns regarding the confidentiality of the data required for submission on the portal, as well as the limited awareness of the platform among employees and the general public. In response, the Ministry assured all stakeholders that the portal implements advanced encryption measures as per the standard protocol of National Informatics Centre (NIC) to ensure strict privacy and confidentiality, safeguarding complaint records and the details of Internal Committee (IC) members. A demonstration of the portal was also conducted, showcasing key features including the complaint submission process, FAQs, and the list of Local Committees.

7. In order to create widespread awareness and encourage reporting, it was suggested that Ministry may collaborate with other Central Ministries/ Departments to promote the portal through their websites and social media platforms.

8. It was further suggested by Private Sector associations like NASSCOM, that the Ministry of WCD, in coordination with the GST Council, may utilize the database of 1.4 crore registered companies to facilitate the identification and onboarding of eligible organizations onto the SHe-Box Portal. Integration with the Registrar of Companies (ROC) data through Ministry of Corporate Affairs and the database of the Chief Labour Commissioner (CLC) and Employees Provident Fund Organization (EPFO) of Ministry of Labour, was also suggested during the meeting, in order to streamline verification and promote compliance with the mandatory constitution of Internal Committees (ICs), and support accurate and efficient submission of organizational details. Industry associations proposed to streamline onboarding, training, and awareness, especially for MSMEs through their zonal offices in collaboration with the concerned State Nodal Officers. During the meeting, participants broadly agreed that a communication to private sector entities through the M/o Corporate Affairs or the Registrar of Companies under the Companies Registration Act and CLC & EPFO could expedite the onboarding process. A similar communication from Department of Sports, Department of Financial Services, Department of Higher Education, NMC, M/o Ayush, etc. to their affiliated institutions/ organization/ entities will be helpful

9. To ensure timely compliance with Supreme Court directives, participants were urged to expedite efforts. In this regard, representatives from private entities requested a formal communication from the Ministry of WCD, along with a standardized letter format, to assist them in the onboarding process through their respective private agencies.

Key Resolutions

- **Commitment to Awareness Initiatives:** Participants, especially private entities agreed to support in conducting awareness campaigns, leveraging their extensive networks at the district and zonal levels.
- **Follow-up Actions:** Ministries, Departments, and Industries and Commerce Chambers are to undertake immediate measures to expedite onboarding efforts.
- **Standard Communication to Stakeholders:** : A formal communication, along with a standard letter format to be issued by the Ministry of Women and Child Development, with respect to dissemination of information and ensure implementation of POSH Act through onboarding on SHe-Box Portal as per Supreme Court directives.

Action taken required-

1.	Ministry of Corporate Affairs	for immediate on boarding of all Companies registered under the Companies Act 2013
2.	Department of Financial Services (DFS)	for immediate on boarding of all Banks, Insurance Companies, Financial institutions like SEBI, etc.
3.	Department of Higher Education	for immediate on boarding of all educational Institutions under UGC, AICTE, NCERT, CBSE, ICSE, etc.
4.	Department of Sports	for immediate on boarding of all SAI Sports facility, Sports Federation and other similar institutions
5.	Ministry of Labour & Employment	for immediate on boarding of all offices under CLC, EPFO, ESI, DG FASLI and similar organizations
6.	Ministry of Rural Development	for immediate on boarding of all cluster level federations under NRLM
7.	Ministry of Home Affairs	for immediate on boarding of all establishments under CAPF
8.	Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy	for immediate on boarding of all institutions under administrative control of Ministry
9.	Ministry of Environment, Forest & Climate Change	for immediate on boarding of all field offices of Forest Departments at Central and State level
10.	National Medical Commission	for immediate on boarding of all Medical Colleges
11.	National Consumer Disputes Redressal Commission (NCDRC)	for immediate on boarding of all regional and district level Consumer Dispute Redressal Forums
12.	National Legal Services Authority (NALSA)	The Legal Services Institutions at the Central, State, District and Taluk levels shall assist an aggrieved woman to help filing complaint under the provisions of the SH Act, 2013 as and when approached.

13.	National Commission for Women (NCW)	To create mass awareness on SHe-Box Portal and its easy reporting mechanism through its own awareness programmes as well as through State Commissions for Women
14.	Private Organizations and Associations	Request their members for strict compliance to Supreme Court directions with regard to the mandatory constitution of Internal Committees (ICs), and support accurate and efficient submission of organizational details on SHe-Box portal.



(Sandeep Gahlot)
Under Secretary to the Govt. of India



SHe-Box

Private Head Office: User Manual



✓ Step1: Login

❖ To access the SHe-Box Portal, follow these steps:

- (i) Open your web browser.
- (ii) Enter the URL: [<https://shebox.wcd.gov.in/>].
- (iii) You will be redirected to the homepage.



✓ Step2: Private Head Office Registration

- (i) Click on **Private Head Office Registration** on the homepage.



- (ii) **Action Required:** Click the **Proceed** button to continue with the Head Office registration. Click **Close** to cancel.

Information×

For your kind attention:

To ensure seamless registration and monitoring, only the Nodal Officer of the Head Office a company/organization/workplace (if it has multiple offices/ branches) is authorized to register on the portal initially. Upon registration by the nodal officer of the workplace, the same will get verified by the District Nodal Officer (DNO).

Once the DNO verifies the credentials of the Nodal officer, the portal's hierarchical design enables the registered Nodal Officer of the Head Office to:

1. Add subordinate offices/departments/branches
2. Create login credentials for them

This facilitates centralized monitoring. Please refer to the user manual section for a step-by-step guide.

Proceed **Close**

✓ Step 3: Fill Head Office Organization Details

Name of Organization/Office/Company

- Please type the full legal name of your company or organization.

State, District & Sub-District

- Kindly select the state, district, and sub-district where your head office is located.

Pin code

- Enter the area's Postal Index Number (PIN) code.

Address

- Provide the full address of your head office.

STD Code and Landline Number (optional)

- Enter the STD code and landline number if available.

Mobile Number

- Enter the official contact mobile number.

Email ID

➤ Enter the official email ID.

→ Make sure all required (*) fields are filled in correctly.

The screenshot shows the 'Head Office Registration (Private Organization)' form. The header includes the Ministry of Women & Child Development logo and the text 'MINISTRY OF WOMEN & CHILD DEVELOPMENT Government of India'. The navigation bar contains links: HOME, ABOUT US, LAWS AND REGULATIONS, RESOURCE DIRECTORY, EMPANELMENT, USER MANUAL, CONTACT US, and LOGIN. The form title is 'Head Office Registration (Private Organization)'. The form fields are grouped under 'Head Office Organization Details' and include: *Name of Organization/Office/Company, *Select State (dropdown), *District (dropdown), *Select Sub District (dropdown), *Pincode, *Address, *STD (dropdown), *Landline No. (text), *Mobile No. (text), and *Email ID (text). Asterisks (*) indicate required fields.

✓ Step 4: Fill Officer Details

Name of Nodal Officer for / SHe- Box Portal

➤ Enter the full name of the authorized person responsible for ensuring compliance with the provisions of the POSH Act, 2013, and for monitoring the SHe-Box portal.

Designation

➤ Mention the job title (e.g., HR Manager, Compliance Officer).

Mobile Number

➤ Type the mobile number of the Nodal Officer.

Email ID

➤ Enter the official email ID of the Nodal Officer. This will be used for login purposes.

STD Code and Landline Number

➤ Add if applicable.

State, District & Sub-District

- Choose the appropriate options where the Nodal Officer is based (usually same as head office).

Pin code

- Fill in the postal code of the officer's location.

Address

- Provide the address of the Nodal Officer (usually same as head office).

→ Fill in all the required (*) fields.

Officer Details

* Name of Nodal Officer for SH Act	* Designation	* STD	* Landline No.
* Mobile No.	* Email ID	* Select State Select State	* Select District Select District
Select Sub District	* Pincode	* Relevant Document (PDF, DOC, DOCX, JPG, PNG only): Choose File No file chosen	

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

* Address

✓ Step 5: Upload Relevant Documents

- Click **Choose File** to upload one of the following documents:(in PDF, DOC, DOCX, JPG, or PNG format):

- Company registration certificate, / GST Number, /Company PAN Card, etc.

→ **Note:** Only one file can be uploaded at a time. If there are multiple documents, merge them into a single file before uploading.

→ Make sure all required (*) fields are filled in correctly.

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

Choose File No file chosen

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

✓ Step 6: Enter Captcha and Submit

- **Captcha** Carefully type the characters shown in the image exactly as they appear.
- Once all details are carefully filled, click on the **Submit** Button.



✓ Step 1: Log in as Head Office NO

- (i) Visit the official SHe-Box portal.
- (ii) Click on **Login**.



✓ Step 2: Username and Password.

- (i) Enter your **username** and **password**.
- (ii) Complete the **Captcha** and click **Login**.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
Government of India

HOME ABOUT US LAWS AND REGULATIONS EMPANELMENT USER MANUAL CONTACT US LOGIN

Login SHe-Box

LOGIN

Username
NidDelhi@leadOfficeNo@gmail.com

Password

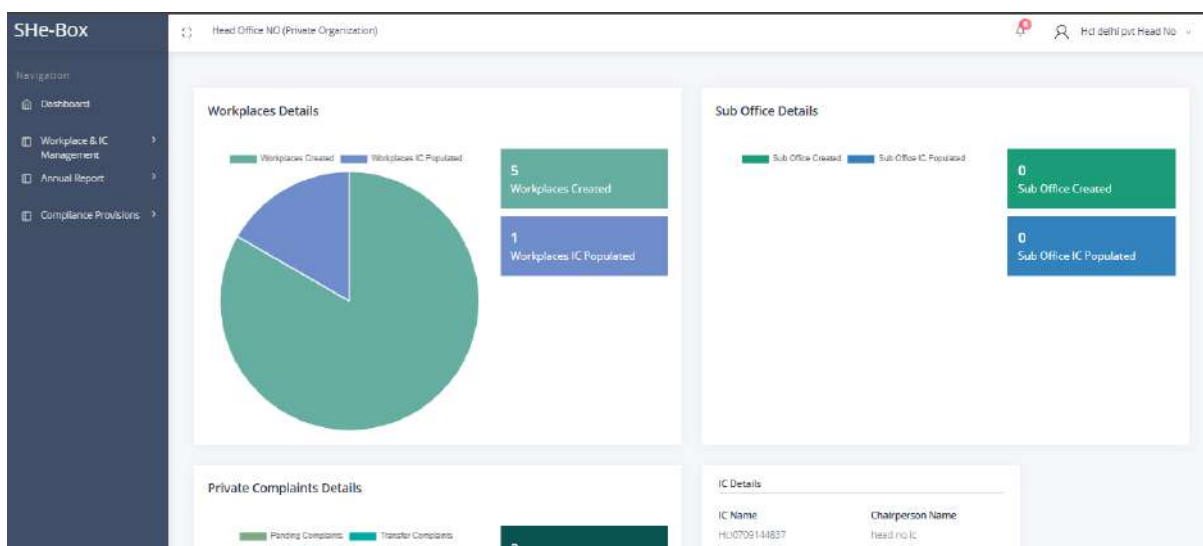
uYTRio

Captcha Code
uYTRio

LOGIN Forget Password

✓ Step 3: Head Office NO Dashboard

- (i) Once you log in successfully, you will be redirected to the Private Head Office NO Dashboard.



✓ Step 4: Workplace & IC Management

- ❖ To register the Internal Committee (IC) for a private workplace, follow these steps:
 - (i) Go to the **Workplace & IC Management** section.
 - (ii) Click on the **IC Registration** option.

SHe-Box Head Office NO (Private Organization)

Navigation: Dashboard, Workplace & IC Management, IC Registrations, Add Workplace Details, View Workplace Details, Annual Report, Compliance Provisions

IC Registration

Organization Details

Name of Organization: NIC Contact No.: 9657837567 Email ID: NicDelhiHeadOffice@gmail.com

State: Delhi District: NORTH Sub District: Model Town

Add IC Details

Title	Name	Designation	Contact No.	Email Id	Office Address	Action
IC Chairperson						+ Add More

Register

- (iii) Once the Chairperson's account has been successfully created, click **Add More** to add IC members.

Add IC Details

Title	Name	Designation	Contact No.	Email Id	Office Address	Action
IC Chairperson						+ Add More
Member						

Register

- (iv) Once all information is entered, click the **Register** button.

✓ Step 4: Workplace Details for Private Subordinate/Branch Office

- ❖ To add workplace details for the private organization, follow these steps:
 - Go to the **Workplace & IC Management** section.
 - Click on the **Add Workplace Details** option.

(iii) Once all information is entered, click the **Submit** button.

✓ Step 5: Annual Report

❖ To Add Annual Report - To submit the Annual Report, follow these steps:

(i) Go to the **Annual Report** section.

(ii) Click on the **Submit Annual Report** option.

(iii) Once all information is entered, click the **Submit Report** button.

✓ Step 6: Compliance Provisions

❖ To view compliance provisions, follow these steps:

(i) Go to **Compliance Provisions** section.

(ii) Click on **Orientation Programmes, Capacity/Skill Building Programmes and Seminars** for the members of the Internal Committee/Local Committee. The following screen will appear.

Navigation

- Dashboard
- Workplace & IC Management
- Compliance Provisions
 - Orientation programmes, capacity/ skill building programmes and seminars for the members of the Internal Committee/ Local Committee
 - Awareness/ Sensitization programmes for employees with the provisions of the Act

Orientation Programmes, Capacity/ Skill Building Programmes And Seminars For The Members Of The Internal Committee/ Local Committee

Name of Organization* Date of Event* Place of Event*

Resource Person* No. of Members Participated* Upload Document* No file chosen

→ Make sure all required (*) fields are filled in correctly.

(iii) Fill all the details and click on **Submit** to proceed.

✓ Step 7: Awareness and Sensitization Programs

❖ To view awareness programs, follow these steps:

(i) Go to **Compliance Provisions** section.

(ii) Click on **Awareness/ Sensitization programmes for employees with the provisions of the Act**, the following screen will appear.

SHe-Box

Navigation

- Dashboard
- Workplace & IC Management
- Compliance Provisions
 - Orientation programmes, capacity/ skill building programmes and seminars for the members of the Internal Committee/ Local Committee
 - Awareness/ Sensitization programmes for employees with the provisions of the Act

4th Level Office NO (Private Organization)

Awareness/ Sensitization Programmes For Employees With The Provisions Of The Act

Name of Organization* Date of Event* Place of Event*

Resource Person* No. of Members Participated* Upload Document* No file chosen

→ Make sure all required (*) fields are filled in correctly.

(iii) Fill in all the required details and click **Submit** to proceed.

Once the IC and members are created by the Head Office NO, an official email is sent to the Chairperson, granting them access to log in and view the complaints.

✓ Step 1: Log in as Private Chairperson

(i) Visit the official SHe-box portal.

(ii) Click on **Login**.



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



Private Head Office Registration

✓ Step 2: Username and Password.

- (i) Enter your **username** and **password**.
- (ii) Complete the **Captcha** and click **Login**.



Login SHe-Box

LOGIN

Username

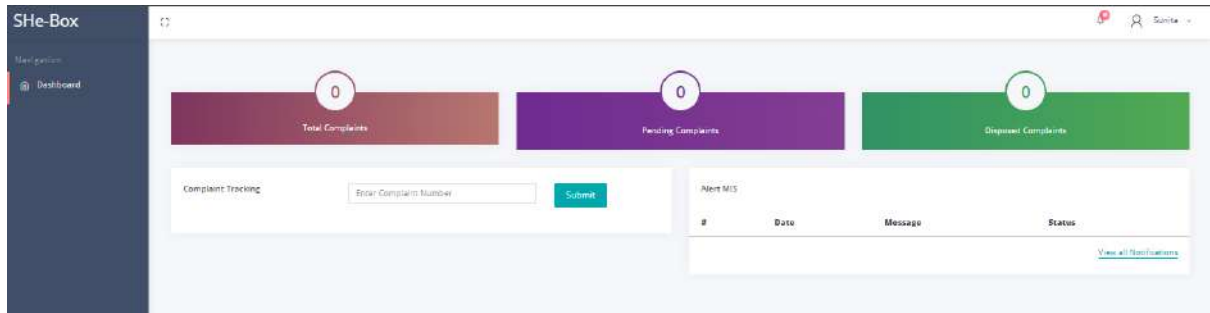
Password

J U E X W

Captcha Code

✓ Step 3: Private Chairperson Dashboard

- (i) Once you log in successfully, you will be redirected to the Private Chairperson Dashboard.



Complaint Resolution: All complaints must be resolved within 90 days, as per the POSH Act, 2013.

Tracking: Use your dashboard to monitor and manage complaints.

FAQ: For more details, refer to the FAQ section.