

Composition of ICC, MeitY with email/contract number and procedure for filling offline/online complaint including rules/regulations of THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 including duties of ICC, MeitY and manner in which an inquiry to be conducted.

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Procedure for filling offline /online complaint including rules/regulations of the THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(a) Section 9 of the Sexual Harassment of Women at workplace (Prevention Prohibition and Redressal) Act, 2013 regarding Complaint of sexual harassment.—(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident: Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing: Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(b) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

(2) Also Ministry of Women and Child Development, Government of India has developed **an online complaint management system** titled **Sexual Harassment electronic–Box (SHe-Box)** for registering complaints related to sexual harassment at workplace by women, including government and private employees. 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.

For registering complaints related to Sexual harassment at workplace through the SHe-Box, a valid email id is required. The registration of complaint through SHe-Box is very easy. To register complaint, please click on the tab [Register Your Complaint](#) as shown on the screen. The next screen will ask information about the nature of office where alleged act(s) of sexual harassment took place (**Government/Private**); choosing the right tab will open a complaint registration form. After filling all the necessary details, kindly click on the **submit** tab for its submission. Once the complaint is submitted, a **confirmation message**, is sent to your email id (mentioned in the complaint form) containing a link through which you can use your email id as userid for the account created on SHe-Box and ,**generate a password** to view the status of the complaint from time to time. For details regarding registration process, kindly read the User Manual uploaded on the website.

(3) THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 and rules/regulation of the act are attached. The said Act and its Rules/Regulations are already available at <https://www.indiacode.nic.in>.

The duties of ICC, MeitY and manner in which an inquiry to be conducted from the date complaint is received till report is submitted.

- (i) The ICC, after considering/hearing complaints from the women employees posted in MeitY, takes appropriate action on such complaints and submits its action taken report thereon.