



सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड

(भारत सरकार का उद्यम)

आईएसओ 9001:2008 प्रमाणित कम्पनी

CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise)

An ISO 9001:2008 Certified Company

सीआईएन : यू63023डीएल2007पीएलसी165676

CIN:U63023DL2007PLC165676



मिनी रत्न  
Mini Ratna PSU



No. CRWC-I/ Sexual Harassment/ 17-18/ 3004

Date: 12.12.2017

**INTERNAL OFFICE MEMORANDUM**

In consonance with the OM 138420/2018/S(Estt-I) by the Ministry of Personnel, Public Grievances and Pensions and subsequent directives given by the Competent Authority, it is to inform you all that an online Complaint Management System regarding Sexual Harassment at workplaces has been launched titled Sexual Harassment electronic-Box (SHe- Box) by the Ministry of Women & Child Development.

This SHe-Box is an initiative to provide a platform to the women working or visiting in the premises of any Government Office/ Autonomous Institutions, to file complaints relating to sexual harassment at work places under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

One can access the link given below and the same complaint can be uploaded for further administrative actions by the concerned Competent Authority.

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

Once the complaint is submitted to the She-Box, it will directly send the complaint to the Internal Complaints Committee (ICC) of the concerned Department or organisation for further necessary administrative actions on the same.

All are informed accordingly and also advised to bring the content of this IOM to the notice of all officers or staff working under them.

  
(Ritesh)

Manager (HR)

**Copy to :**

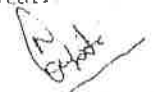
1. DGM (LOM)/DGM(F&A)/ DGM(Engg), CRWC, C.O., New Delhi
2. Manager (LOM-I/II), Manager (IT), CRWC, C.O., New Delhi - To upload the same on CRWC website.
3. Manager (Engg.)/ DM (Fin.), CRWC, C.O., New Delhi
4. PS to MD.

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 16<sup>th</sup> 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)

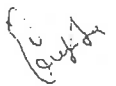
Under Secretary to the Govt of India  
Tel: 23040264

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