

TOP PRIORITY

SUPREME COURT MATTER

No.0302/DSE/Estt.I/D4/2026

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

dated 25.09.2026

CIRCULAR

Sub:	DSE-Estt.I – Internal Complaints Committee (ICC) – Updation of ICC particulars in the SHE-Box Portal – Ensuring 100% compliance – Reg.
Ref:	Circular No.1101/DSE/SW/E8 /2026 dated 22.07.2026 of this Directorate.

It has been observed that, despite instructions issued by this Directorate from time to time regarding the constitution of Internal Complaints Committees (ICCs) in Government and Private Schools/Offices and updation of the particulars of the constituted ICCs in the **SHE-Box Portal**, the required level of compliance has not yet been achieved.

2. In this regard, the Inspecting Officers/Head of Institutions/Head of Offices concerned are hereby directed to take immediate and necessary action to ensure 100% compliance in respect of all Government as well as Private Schools/Offices under their respective administrative control.

3. The concerned Inspecting Officers/Heads of Institutions/Heads of Offices shall ensure that:

- Internal Complaints Committees (ICCs) are duly constituted in all concerned Government and Private Schools/Offices;
- The respective ICCs are registered/updated in the SHE-Box Portal;
- The particulars of the Presiding Officer, Members and NGO

Representative(s), are duly verified and updated;

- The updated particulars are finally submitted in the SHE-Box Portal; and
- No school/office under their administrative control is left pending in respect of the above compliance.

4. The Inspecting Officers/Heads of Institutions/Heads of Offices shall closely monitor the progress and take all necessary and effective steps to achieve 100% updation and submission of ICC particulars in the SHE-Box Portal.

5. A Checklist for verification and reporting of compliance is enclosed with this communication. The concerned Inspecting Officers/Head of Institutions/Head of Offices shall ensure that the Checklist is duly completed, verified and submitted on or before **09.10.2026** .

6. In case of any difficulty relating to login/access to the SHE-Box Portal, including non-receipt or non-availability of login credentials, the concerned Presiding Officer may use the “**Forgot Password**” option available in the portal for resetting the password. Any further login-related difficulty may be brought to the notice of the undersigned for necessary assistance.

7. The matter shall be accorded **TOP PRIORITY**, and the Inspecting Officers/Heads of Institutions/Heads of Offices shall ensure **100% compliance** without fail within the stipulated time. The completed Checklist shall reach this Directorate on or before 09.10.2026 .

//By Order//

Digitally signed by
FLORA PUSHPA VERBINA JAYARAJ
Date: 28-09-2026 10:25:35

JOINT DIRECTOR (ADMN.)

To

All the Head of Offices/Institution and Inspecting Officers-
Puducherry/Karaikal/Mahe /Yanam

CHECKLIST FOR COMPLIANCE OF CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE (ICC) AND UPDATION OF ICC DETAILS IN SHE-BOX PORTAL

Name of Inspecting Officer/Head of Institution/Head of Office:

Sl. No	Name of School/Office	Govt./Private	ICC Constituted (Yes/No)	Date of Constitution of ICC	ICC Details Updated in SHE-Box (Yes/No)	Login/Access Issue (Yes/No)	If Pending, Reason	Compliance Completed (Yes/No)
1								
2								
3								
4								
5								
Total								

Summary of Compliance

Particulars	No. of Schools/Offices
Total Government Schools/Offices under control	
Total Private Schools/Offices under control	
Total Schools/Offices	
ICC constituted	
ICC not yet constituted	
ICC details updated in SHE-Box Portal	
ICC details not yet updated	
Login/Access issues reported	
Compliance completed in all respects	
Pending cases	

**SIGNATURE OF HEAD OF OFFICE/
INSTITUTION/INSPECTING OFFICER**