No.1101/DSE/SW/E8/2026
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

Puducherry, dated 22.07.2026

CIRCULAR

Sub:	DSE-Estt.I- Internal Complaints Committee (ICC) – SHE-Box Portal – Login and updation of ICC details – Instructions issued – Reg.
Ref:	Circular even No. dated 27.02.2025 and 14.07.2025 and 29.09.2025 of this Directorate.

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It is informed that instructions have already been issued for the constitution of Internal Complaints Committees (ICCs) and for furnishing the required particulars.

2. In continuation of the above, all Heads of Offices/Institutions and Inspecting Officers are requested to ensure that the concerned Presiding Officer of the Internal Complaints Committee (ICC) logs into the SHE-Box Portal https://shebox.wcd.gov.in using the registered email ID of the Presiding Officer. The password has already been communicated to the registered email account of the Presiding Officer. In case the password has not been received or is unavailable, the Presiding Officer shall use the **"Forgot Password"** option in the portal to reset the password and access the account.After successful login, all the required particulars of the Internal Complaints Committee shall be verified, updated, and submitted in the SHE-Box Portal.

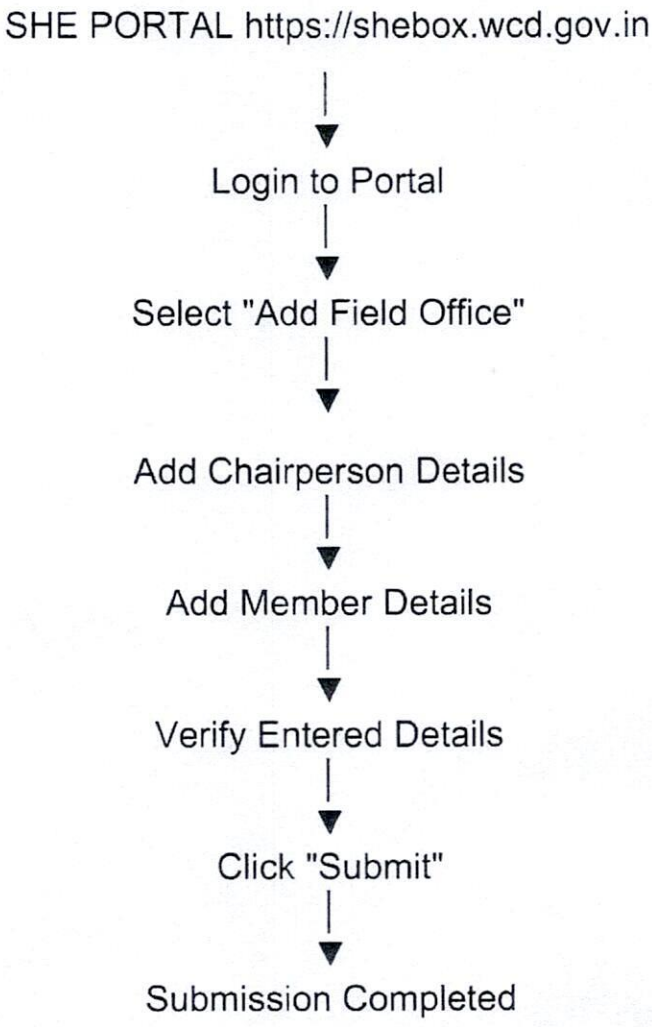
3. All concerned are directed to complete the above process **on or before 31.07.2026** without fail.

Digitally signed by
FLORA PUSHPA VERBINA JAYARAJ
Date: 22-07-2026 13:47:19

(F.P.VERBINA JAYARAJ)

JOINT DIRECTOR (ADMN.)

To

All the Inspecting Officer-Puducherry/Karaikal/Mahe /Yanam

Flow Chart for Submission of Internal Committee (IC) Details in the SHE Portal