


Form-16 for Financial year 2021-2022 - Available on Payroll(HGS) from June 17, 2022 8:00AM onwards

in, payrollhelpdesk <payrollhelpdesk.in@capgemini.com>

Wed 15-06-2022 20:32

If you are having difficulty reading this email or seeing the images, please [view it online](#) using Google Chrome

 branding-logo

TL; DR: Form-16 for Financial Year 2021-2022 is Available on the Payroll(HGS) Portal from June 17, 2022, 8:00AM onwards

Dear Colleagues

We wish to inform you that Form-16 for Financial Year 2021-2022 (Assessment Year 2022-2023) will be available on the [Payroll \(HGS\)](#) portal and same can be viewed / downloaded **from June 17, 2022, 8:00AM onwards.**

Path to download / view: India Talent Page > [Payroll \(HGS\)](#) > Reports > Form 16.

Form-16 is the 3rd tab. On left hand side of screen you will see a drop down menu to select financial year. Please click on the same.

We request you to download and save copy of your Form-16 and pay-slips for your personal records.

If you are accessing Payroll (HGS) page from outside office network, as an alternative you can login directly to the Payroll (HGS) portal. Please visit <https://ess.hgsbs.com/login?company=CG> and log in using your pin and password.

Instructions to download Form-16:

1. Password: Form-16 is password protected. The password to open Form-16 is your 10 digit PAN number (In CAPS) as it appears on your March-22 payslip.

2. Validation of Digital Signature: It is important to validate the digital signature in Form-16. To check the validity / authenticity of the digital signature, please download Form 16 and save it on your laptop and follow the signature validation process. Follow the mentioned "STEPS TO VALIDATE DIGITAL SIGNATURE ON FORM 16" available on Form-16 page on the right hand side of your screen.

Please note: HGS portal can only be accessed via Microsoft Edge or Google Chrome.

In case you need any clarifications, please raise a ticket on [Payroll \(HGS\)](#) > MYQUERY

In case of any escalations, please raise a ticket on India Talent Page > Helpdesk and Support > ServiceCentral > India Payroll.

Regards

India Payroll Team

Strictly for Internal Circulation Only

Powered by Group Internal Communications Message Builder

This message contains information that may be privileged or confidential and is the property of the Capgemini Group. Copyright © 2022 Capgemini. All rights reserved.

