

Form 16 for Financial Year 2018-2019

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

Tue 09-07-2019 11:01

To: DL IN Capgemini India All <capgeminiindiaall.in@capgemini.com>

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



Dear Colleagues,

We wish to inform you that Form 16 for Financial Year 2018-2019 (Assessment Year 2019-2010) is now hosted on the [HR Workways](#) (Excelity Portal). To download, please follow the below path: Year End > My Signed Form 16.

Please follow the below instructions to download the Form 16:

1. Password: The Form-16 is password protected. The password to open the Form-16 is your 10 digits PAN followed by date of birth (DDMMYYYY). For example: if your PAN is ABCDE1234F and date of birth is 17-Sep-1983, then the password is ABCDE1234F17091983. If you do not have the PAN, then the password to open Form-16 is your date of birth in DDMMYYYY format.
2. Validation of Digital Signature: It is important to validate the digital signature of the Form-16. To check the validity / authenticity of the digital signature, please download the Form 16 and save on to your hard disk & follow the signature validation process (view Trusting Digital Signature docs documents available on HR Workways/ Excelity Portal), depending on the adobe version installed in your system. The Process Flow for "Trusting the Digital Signature" is also available on the portal in path:

Excelity Portal>> My Reports >> Trusting Digital Signature docs

Adobe Ver. 7 & 8 Trust Digital Signature

Adobe Ver. 9 & 10 Trust Digital Signature

Adobe Ver.11 & Above Trust Digital Signature

You can view/download the Form 16 on Excelity Mobile App too.

You can now access the ESS portal anywhere, anytime by using the ESS mobile application. This app is a replica of the online portal and is easily available for download on the Google Play Store. You can search for the app using the following name 'Excelity ESS'. Prior to download, you need to register your mobile number on the 'personal details' tab on the portal (HR Workways).

If you have any queries, please write to info@excelityglobal.com.

In case your queries are not satisfactorily answered by excelity, please write to Alok Malviya (alok.malviya@capgemini.com, Link Extn. 228-8320).

Regards,

Payroll Team

People matter, results count

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 © 2019 Capgemini. All rights reserved.