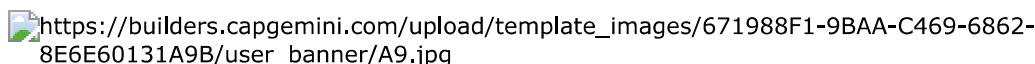


Reminder: Form-16 for Financial year 2020-2021

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

Thu 29-07-2021 16:27

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**TL; DR: Form-16 for Financial year 2020-2021 is Available on the Excelity Portal****Dear Colleagues**

We wish to inform you that Form 16 for Financial Year 2020-2021 (Assessment Year 2021-2022) is now hosted on the [Payroll Excelity](#) portal (ESS Portal).

You can download Form-16 by accessing the following path:

Path: India Talent -> [Payroll Excelity](#) -> Year End -> My Signed Form 16.

You can also login directly to the portal. Please access Excelity website <https://esscg.excelityglobal.com> and login through Pin and Password.

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-September-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 Payroll Excelity/ ESS Portal), depending on the adobe version installed in your system. The Process Flow for "Trusting the Digital Signature" is also available on the portal on path: ESS Portal -> My Reports -> Trusting Digital Signature docs.


Please note that Excelity portal will be available up to July 31, 2021. Colleagues are requested to download the Form-16 and save into personal folders. It is advisable to download the old pay slip's and last year's Form-16 for your record, since the data migration of old record into HGS portal may take some more time.

For any escalation, you can raise a ticket on [ServiceCentral](#) on India Talent.

Regards

India Payroll Team

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 https://builders.capgemini.com/readonline/tracker.php?content_id=671988F1-9BAA-C469-6862-8E6E60131A9B&message_type=message&req=_202107111114355