

It is informed that Form 16s for the F.Y.2022-23 have been uploaded on SAP and the same can be downloaded by the employees of HPPCL from their ESS portal. To convey the same to the employees of HPPCL, it is requested that the following message may be flashed on the website of HPPCL.

"Important Notice:- The Form-16 for the F.Y.2022-23 w.r.t. the employees of HPPCL have been made available on ESS Portal. The employees can download their Form-16 For F.Y. 2022-23 from the ESS portal by using the following instructions:- **Login to ESS Portal > Go to Benefits and Payment under Employees Self Services Tab > Go to Employee Documents and download Form 16.**

The employees who don't have access to the ESS Portal can get their Form-16 from the Head of F&A of their Project unit/office."