

Navigation Guide

To access your Grading & Banding(GB) letter, Kindly login to HGS portal (<https://iess.hgs-bs.com/login.aspx>)

1. Go to Reports Section,
Click on Letters,
Click on view or export to view the letter.
2. GB letter - PDF file will prompt for password.
3. Password will be your unique PAN Card No. (Please refer to your Payslip for PAN Card No. &
4. Type in CAPITAL LETTERS

The screenshot displays the ESS Portal interface. At the top, a blue banner reads "Welcome to ESS Portal...!!". On the left, a vertical navigation menu contains the following items: Home, Reports, Payroll Option, Reimbursement Claim, QRMS, and Investment Declaration. The "Reports" section is expanded, showing a list of reports: Pay Slip, Perk Card, Tax Forecasting, Form 16, and Letters. An arrow points from the "Letters" item in the menu to the "Letters" table in the main content area. The "Letters" table has a blue header and contains the following data:

Letters			
View	Export	GB Letter	Expires on : 31/03/2018
View	Export	Increment Letter 2016	Expires on : 31/12/2017
View	Export	Increment Letter 2016	Expires on : 31/12/2017
View	Export	Increment Letters	Expires on : 30/06/2017