



BHARAT SANCHAR NIGAM LTD.

BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
SR Cell, Corporate Office
8th Floor, Bharat Sanchar Bhawan,
Harish Chander Mathur Lane,
Janpath, New Delhi-110001

No. BSNL/8-1/SR/2022

Dated: 06.06.2023

Office Memorandum

To

1. All Chief General Managers, BSNL-
2. PGM(CA) / PGM(EF) / GM(Pers), BSNLCO

Sub: Option to change authorization for deduction of membership subscription from salary – reg.

Reference is invited to this office letter No. BSNL/20-6/SR/2019 dated 13.12.2019, whereby the option to change membership subscription to an association of BSNL was extended once a year to employees.

2. I am directed to convey that in supersession of letter of even no. dated 05.06.2023, from this year (2023) onwards, giving options through paper-based forms **will be discontinued** for the members of associations only. Options shall now be given **through the online mode in ESS/ERP by executives**. For non-executives, the existing paper-based procedure will continue (**form enclosed at Annex-2**).

3. It is informed that the provisions have been made available online in the ERP ESS portal, for making **one-time option** i.e. New / Change / Opt out (withdraw or stop) for deduction of membership subscription from the salary in favour of association of their choice, by the executives, as per the procedure given in **enclosed User Manual (Annex-1)**.

The e-Membership subscription window in ERP ESS portal will be available w.e.f. **16.06.2023 to 15.07.2023**, for submission of the above options by the executives.

4. Concerned DDOs shall generate the report using T-code **ZHR_ASSO_SUBS_REP** and update the membership subscription data in the relevant Infotype in SAP ERP, accordingly, with the concurrence of the Circle/District/Branch Secretary of the association opted for, as applicable. DDOs shall ensure that deductions as applicable, are made for a single association only, barring welfare association.

5. Concerned GM HRs may ensure briefing sessions for the information of all executives, as required.

This is issued with the approval of competent authority.

lj
06/06/2023
(P. K. Gupta)
AGM(SR)

Copy for information to:

1. PPS to CMD, BSNL
2. PS to All Directors, BSNL Board
3. IFAs of all Circles/Units of BSNL
4. All GS of Unions/Associations of BSNL

BSNL ERP-HR TEAM
O/o GM (PERS) BSNL CO
NEW DELHI



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

User Manual

Overview of ASSOCIATION MONTHLY MEMBERSHIP SUBSCRIPTION THROUGH ESS PORTAL

Path	Employee Self Services → MEMBERSHIP SUBSCRIPTION
Purpose	New / Change/ Opt Out the Association Membership Subscription through ESS Portal.

Detailed Process steps are given below:

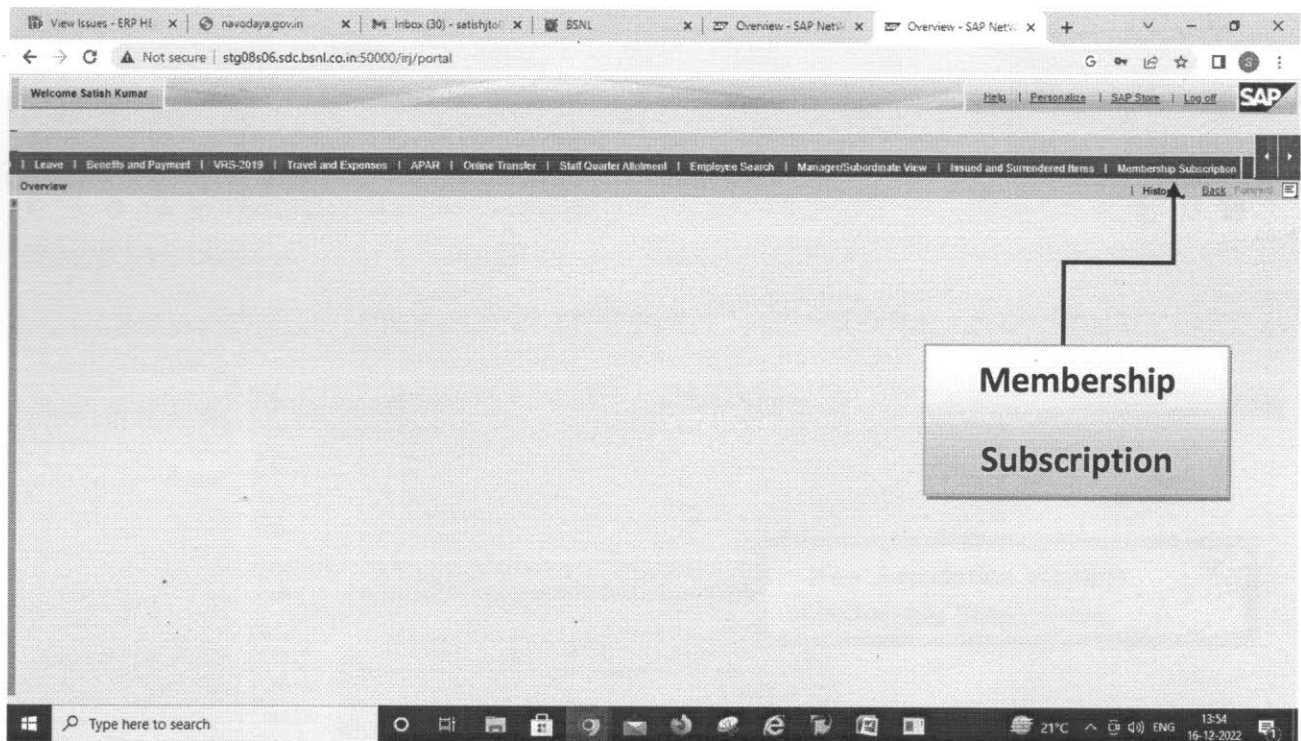


After Login to BSNL ESS Portal

Click on the Tab Employee self Service (ESS):

Employee Self-Service

And then **click on MEMBERSHIP SUBSCRIPTION** Tab as shown below:





The Following screen will open for New Employee (either newly joined in BSNL or not subscribed for any association).

Select from drop down Menu to opt for **ASSOCIATION** for monthly membership subscription as per choice.

The screenshot shows the 'Association Membership Subscription Page' in a web browser. The page title is 'Association Membership Subscription Page'. The employee details are as follows:

Employee's Pemp:	97902310
Employee's Name:	DEV DUTT
Place Of Duty:	CO,New Delhi
Designation:	Junior Engineer
Existing Association/Union:	

Below the details, there is a section titled 'Please exercise your option for membership subscription.' with a dropdown menu set to 'NEW'. The dropdown list includes the following options:

- AIBCTES
- BSNL ATM
- BSNL DEU
- BSNL EAU
- BSNL EC
- BSNL ERU
- BSNL EU
- BSNL MS
- BSNL PEWA
- BSNL WRU
- BTEU (BSNL)

There is a checkbox labeled 'Please Tick' which is checked. A callout box with the text 'New Association Monthly Membership Subscription' has an arrow pointing to the 'NEW' option in the dropdown. Another callout box with the text 'Tick on Check Box' has an arrow pointing to the 'Please Tick' checkbox.

Note: Please Tick Check Box for T & C before final submission for Association Monthly Membership Subscription as shown above.

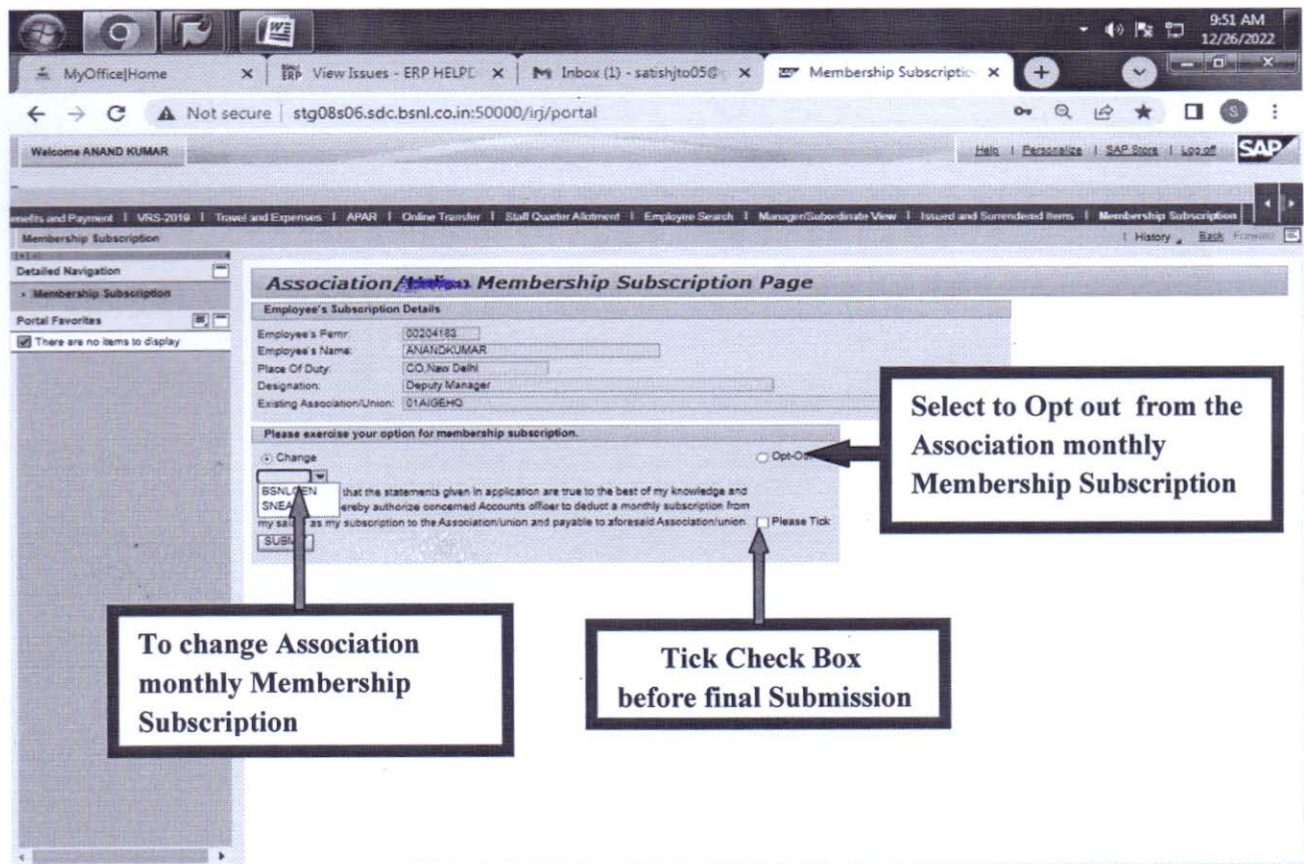


The Following screen will open for Existing Membership Subscriber of any association .

Select “Change”, if you wish to change the Association monthly membership subscription. List of Drop Down will appear to be selected as per choice..

Or

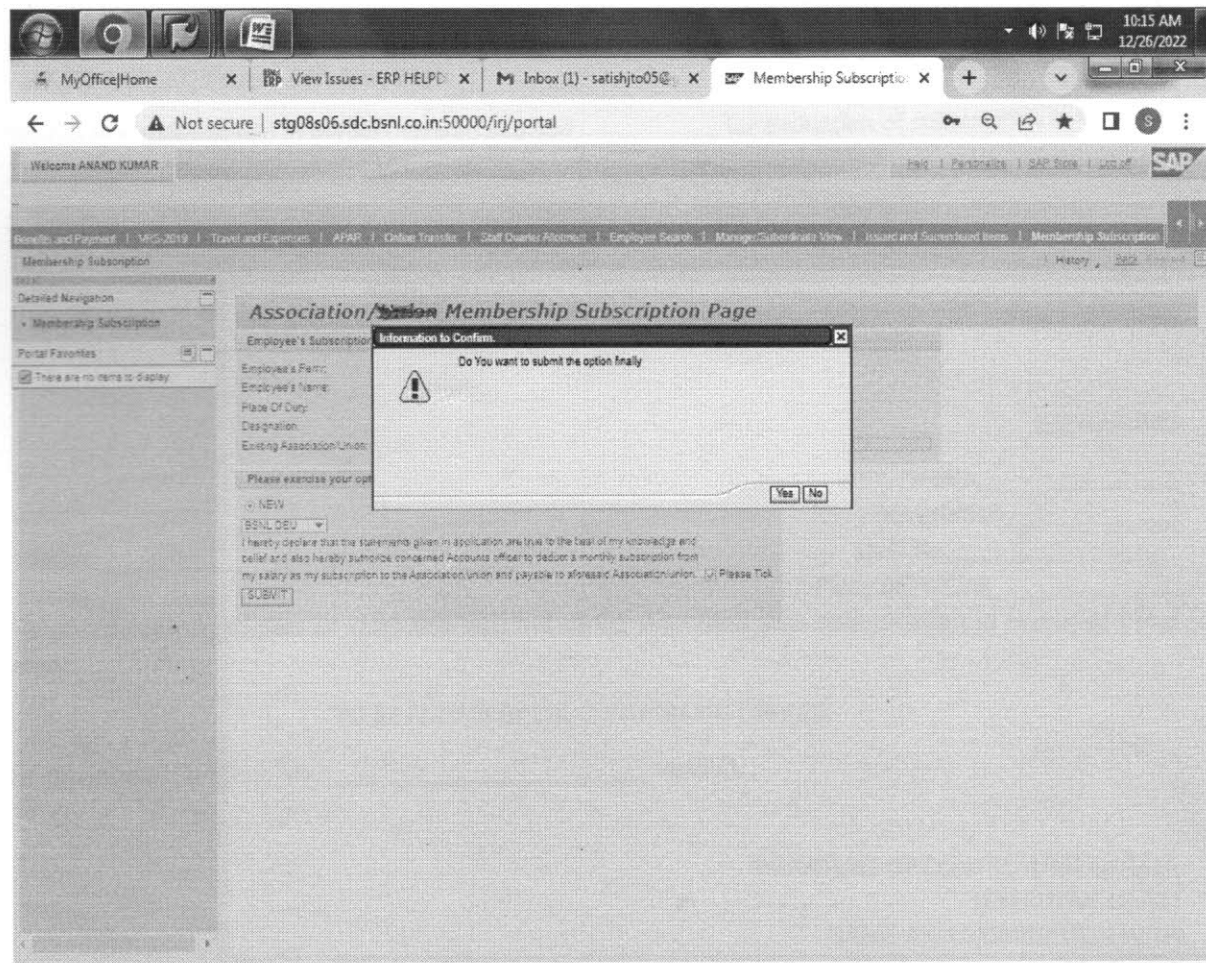
Select “Opt-Out”, if you wish to opt out from Association monthly membership subscription as shown below:



Note: Please Tick Check Box before final submission for Association Monthly Membership Subscription as shown above.



After click on Submit Button, The Following screen with Pop-Up Window “DO YOU WANT TO SUBMIT THE OPTION FINALLY” will open. Click on Yes, if you want submit finally or Click on No, if you are not sure and want to review.



*****END*****

DECLARATION FOR DEDUCTION OF UNION SUBSCRIPTION FROM SALARY

To,

The Accounts Officer,

Sir/Madam,

I, _____, (name and designation), a member of _____, hereby authorise you to deduct a sum of Rs. _____ monthly from my salary starting from the month of July _____ (Year) as my subscription to the Union and payable to my Union as per the BSNL CO letter No BSNL/39-6/SR/2008 dt 4-6-2008 and letter No BSNL/20-6/SR/2019 dated 13th Dec, 2019.

*2. This is in supersession of earlier declaration dated _____ for deduction of subscription in favour of _____.

3. I understand that opportunity to change my option will be available to me only in the month of July.

Yours faithfully,

(SIGNATURE)

Name _____

Designation _____

Staff No. _____

Place of Posting _____

Station _____

Dated _____

* Applicable only in respect of employee who has earlier submitted such authorisation in favour of other union.

TO BE FILED IN BY THE CONTROLLING OFFICER

The signature of Shri/Smt/Ms. _____ verified.

SIGNATURE OF CONTROLLING OFFICER

(EXECUTIVE LEVEL)

NAME AND DESIGNATION WITH

OFFICE SEAL

TO BE FILLED BY THE UNION CONCERNED

It is certified that Shri/Smt/Ms. _____ is a member of our Union.

SIGNATURE OF BRANCH/DISTRICT SECRETARY

(STAMP OF THE UNION)

2/11
08/06/2023