



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 a union or association of BSNL was extended once a year to employees.

2. I am directed to convey that from this year (2023) onwards, giving options through paper-based forms **will be discontinued**. Options shall now be given **through the online mode in ESS/ERP**.

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

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 employees.

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.

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

This is issued with the approval of competent authority.


(Santosh Kumar)
DGM(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



User Manual

Overview of ASSOCIATION / UNION MONTHLY MEMBERSHIP SUBSCRIPTION THROUGH ESS PORTAL

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

Detailed Process steps are given below:

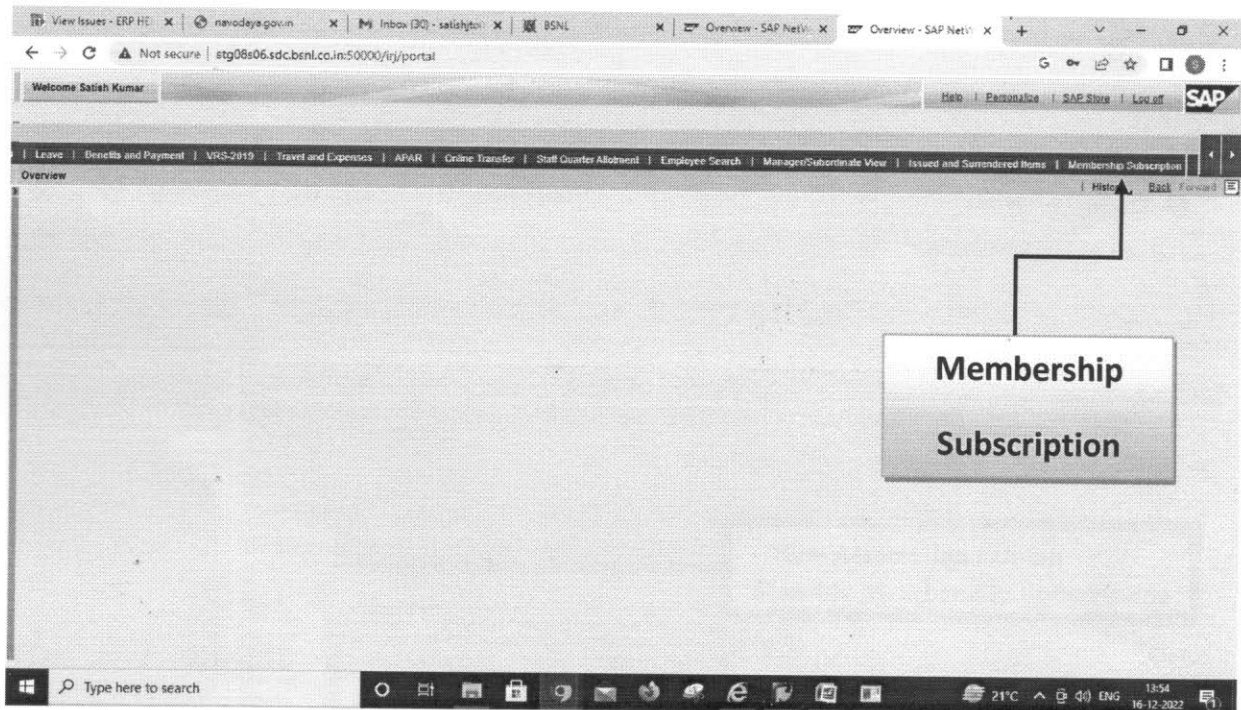


After Login to BSNL ESS Portal

Click on the Tab Employee self Service (ESS):

Employee Self-Service

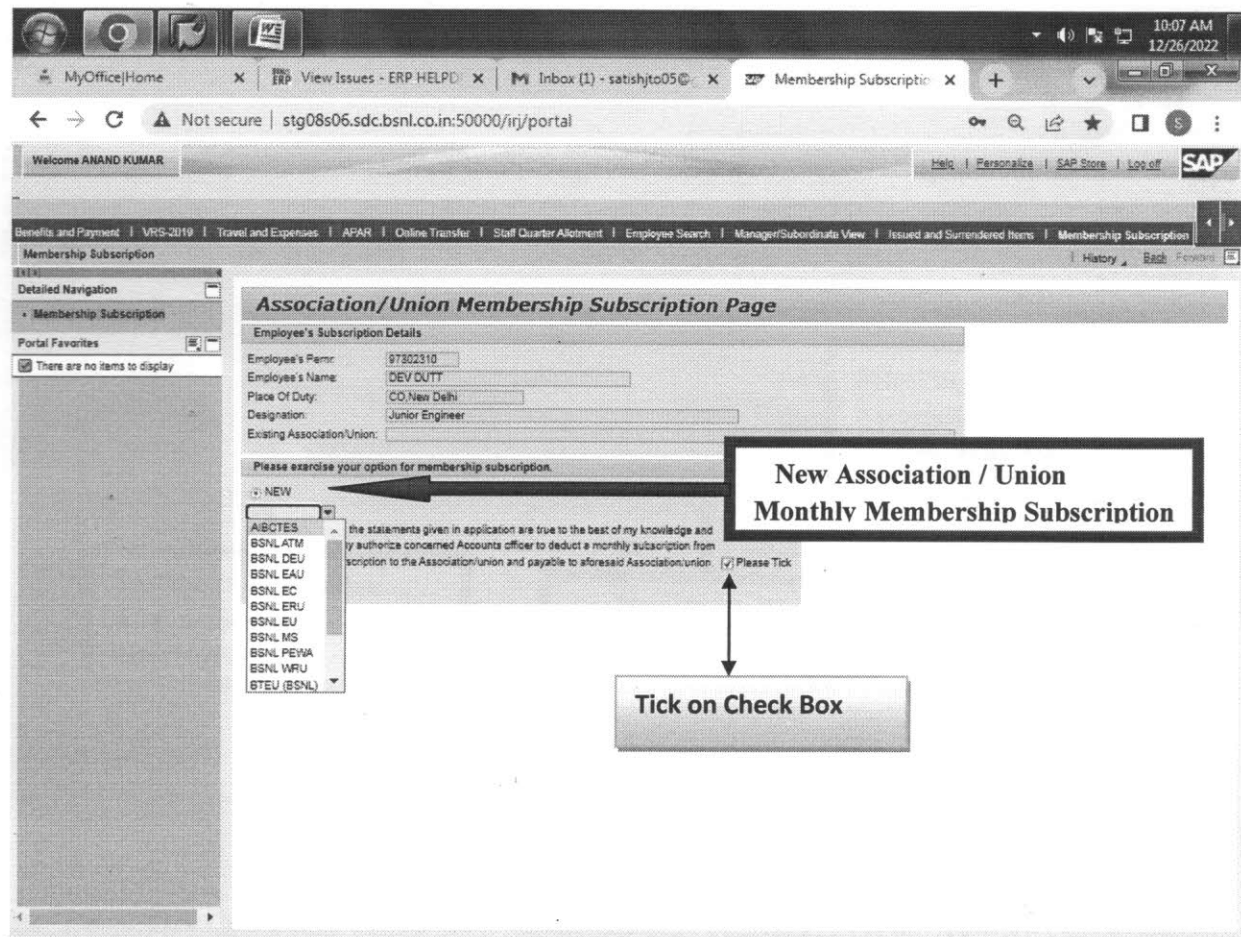
And then **click on MEMBERSHIP SUBSCRIPTION** Tab as shown below:





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

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



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



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

Select "Change", if you wish to change the Association / Union 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 / Union monthly membership subscription as shown below:

Association/Union Membership Subscription Page

Employee's Subscription Details

Employee's Fmc: 00004183
Employee's Name: ANANDKUMAR
Place Of Duty: CO,New Delhi
Designation: Deputy Manager
Existing Association/Union: 01AIOEHQ

Please exercise your option for membership subscription.

Change
 Opt-Out

Please Tick

that the statements given in application are true to the best of my knowledge and hereby authorize concerned Accounts officer to deduct a monthly subscription from my salary as my subscription to the Association/union and payable to aforesaid Association/union.

To change Association / Union monthly Membership Subscription

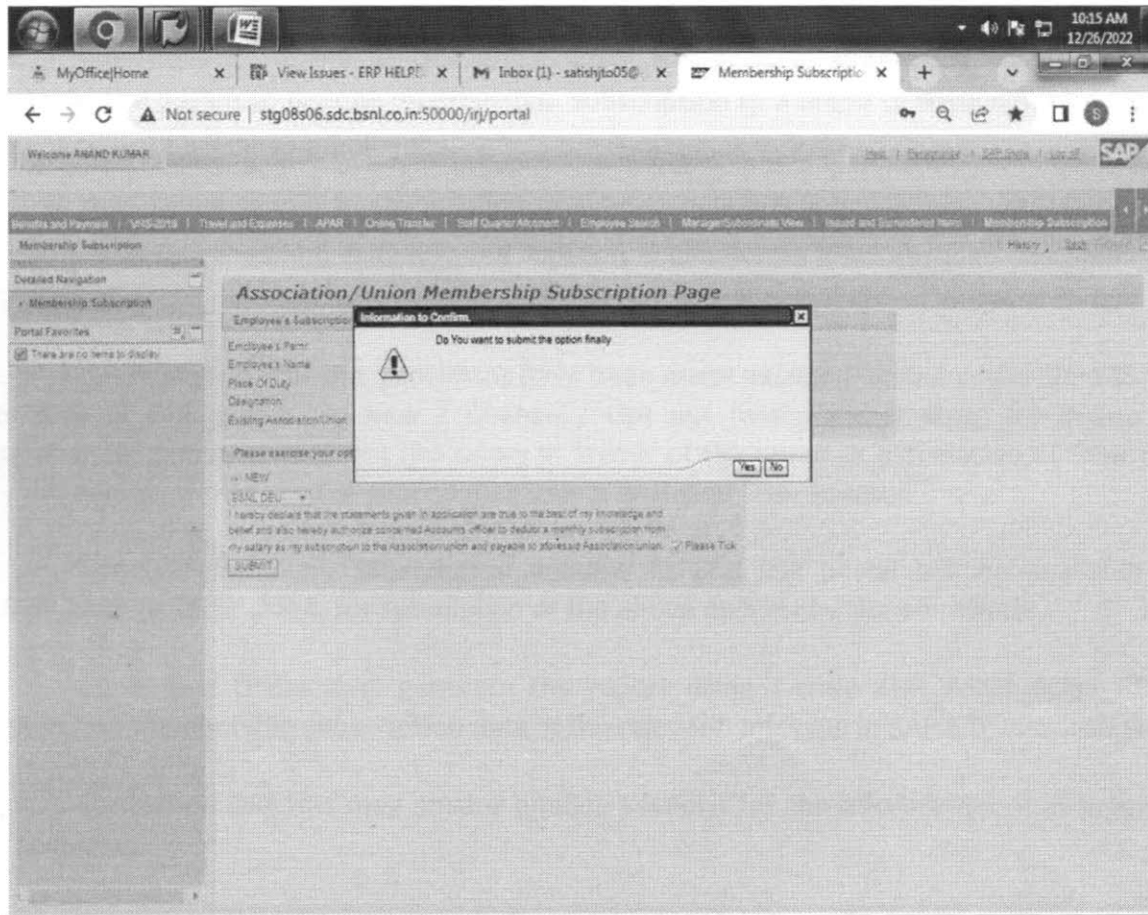
Tick Check Box before final Submission

Select to Opt out from the Association/Union monthly Membership Subscription

Note: Please Tick Check Box before final submission for Association / Union 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*****