



**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

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

**Detailed Process steps are given below:**

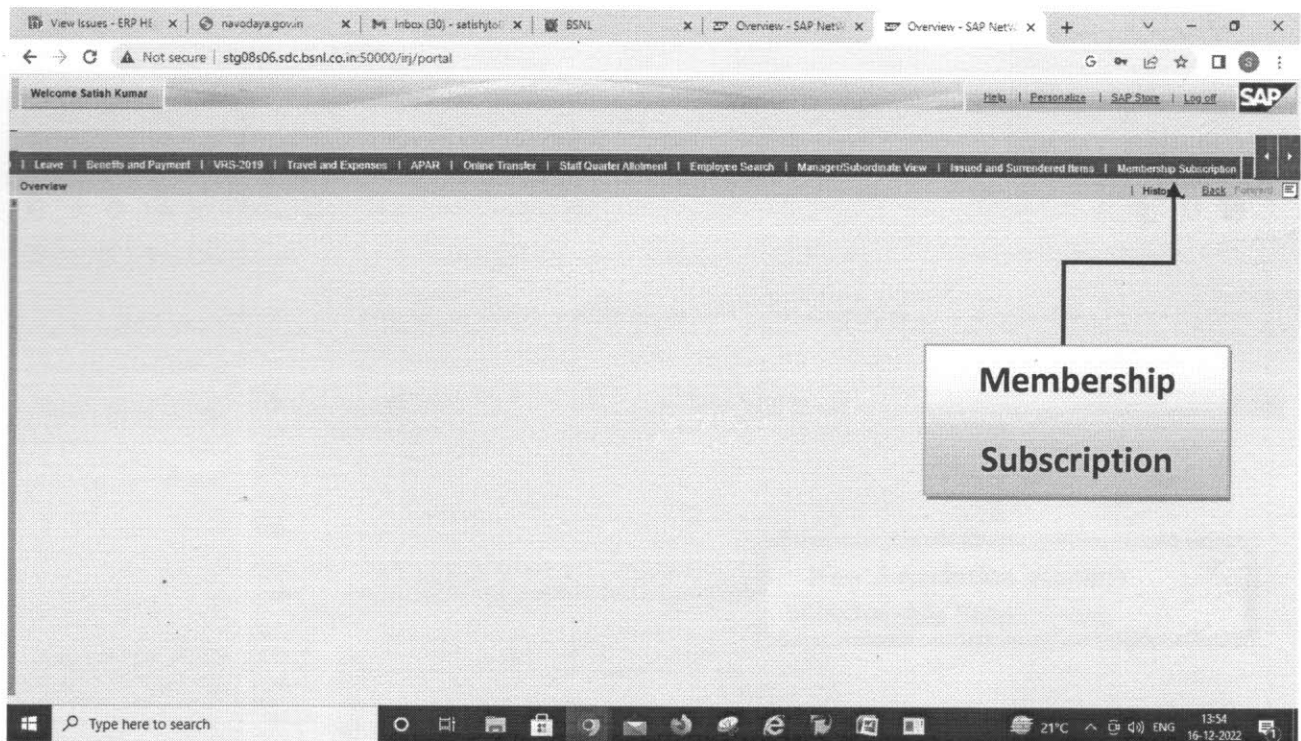


After Login to BSNL ESS Portal

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'. Under 'Employee's Subscription Details', the following information is displayed:

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

Below this, there is a section titled 'Please exercise your option for membership subscription.' with a dropdown menu set to 'NEW'. The dropdown list includes options like AIBCTES, BSNL ATM, BSNL DEU, BSNL EAU, BSNL EC, BSNL ERU, BSNL EU, BSNL MS, BSNL PEWA, BSNL WRU, and BTEU (BSNL). A text box next to the dropdown contains a declaration: 'the statements given in application are true to the best of my knowledge and I authorize concerned Accounts officer to deduct a monthly subscription from my salary to the Association/union and payable to aforesaid Association/union.' To the right of this text is a checkbox labeled 'Please Tick' which is checked.

Annotations on the screenshot include:

- A box labeled 'New Association Monthly Membership Subscription' with an arrow pointing to the 'NEW' option in the dropdown menu.
- A box labeled 'Tick on Check Box' with 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.

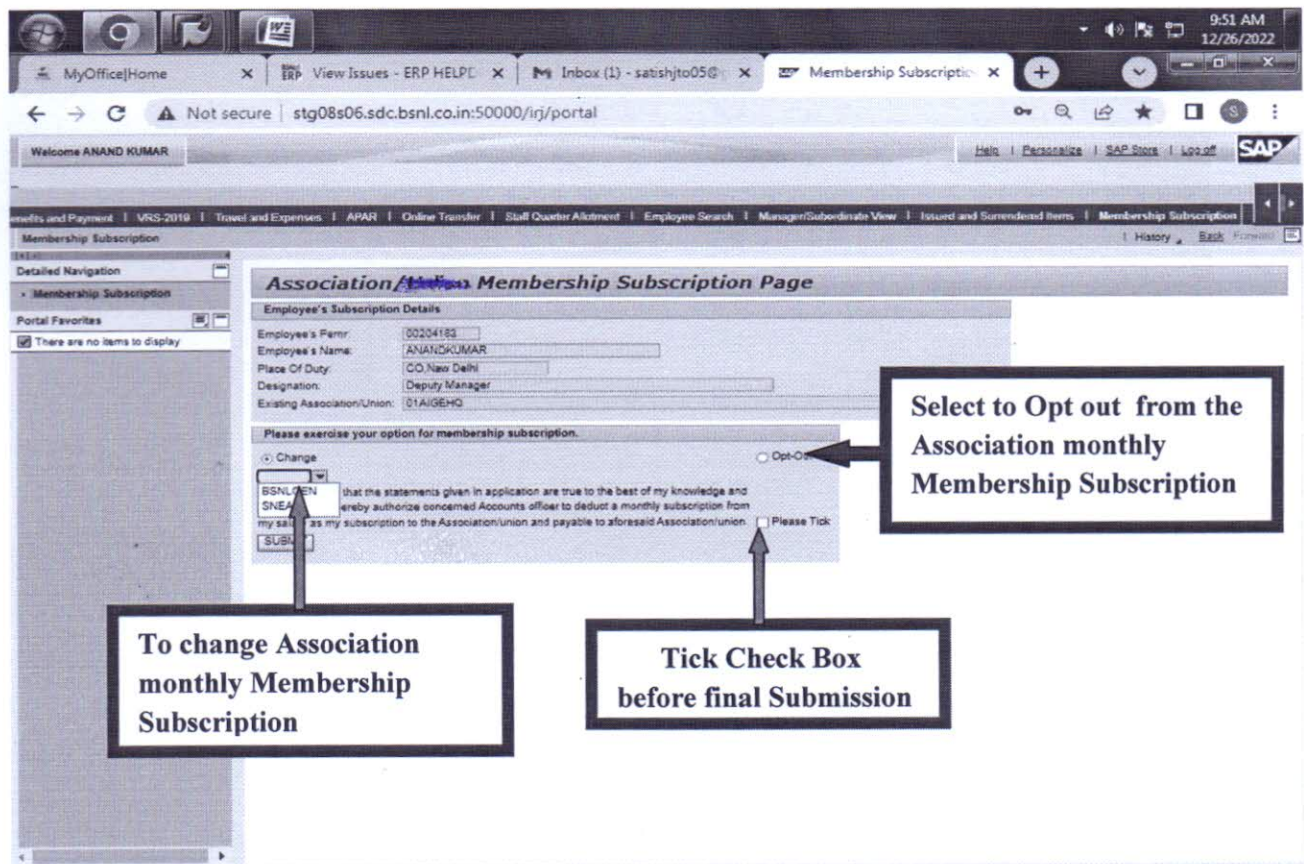


The Following screen will open for Existing Membership Subscriber of any association .

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

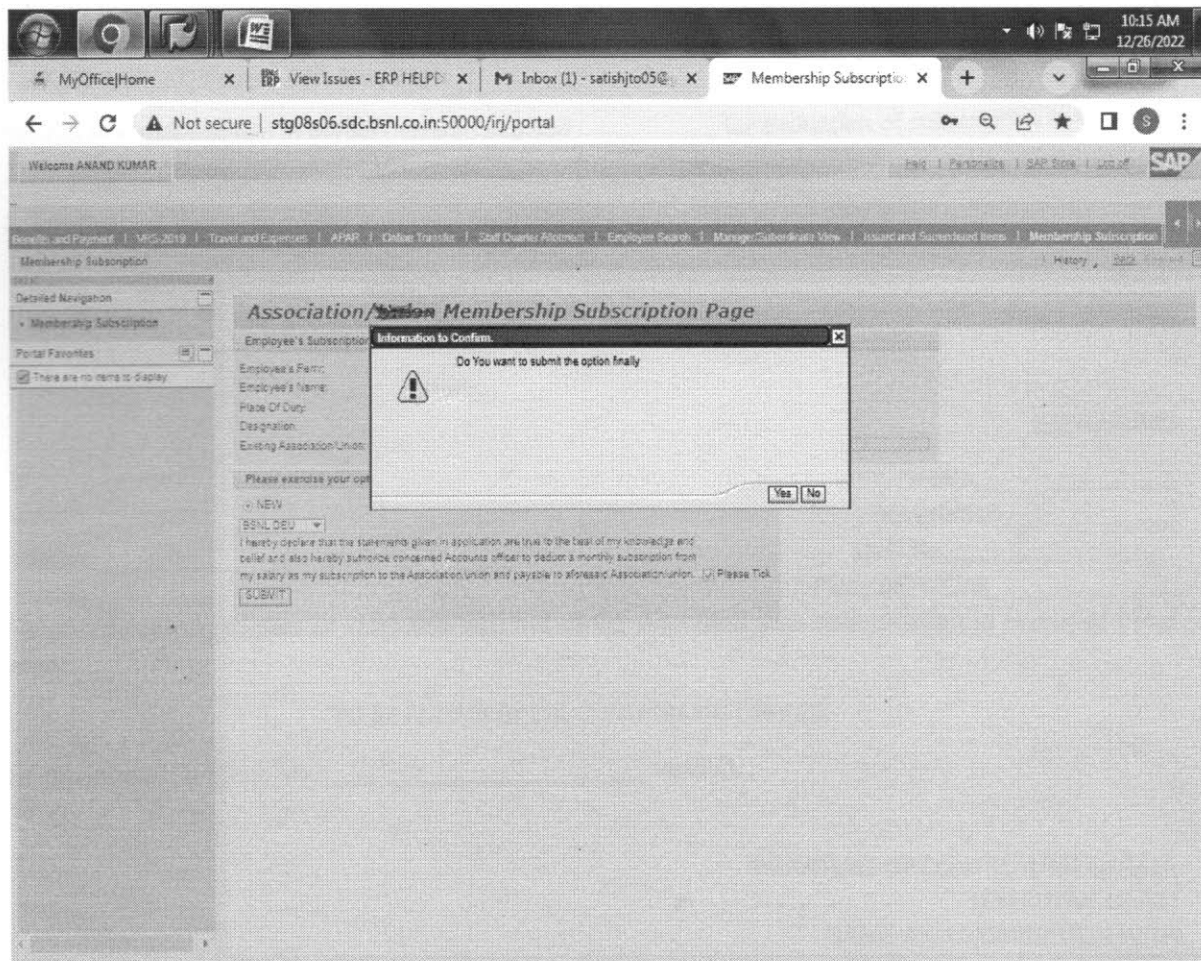
Select “Opt-Out”, if you wish to opt out from Association monthly membership subscription as shown below:



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 13<sup>th</sup> 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)

*Signature*  
08/06/2023