

BHARAT SANCHAR NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

SR Cell, Corporate Office
8thFloor, Bharat Sanchar Bhawan,
Harish ChanderMathur Lane,
Janpath, New Delhi-110001

No. BSNL/8-1/SR/2022

Dated: 03.07.2023

To

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

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

Kindly refer to this office letter of even no. dated 06.06.2023, regarding the facility for making **one-time option** i.e. New/ Change/ Opt out (withdraw or stop) for deduction of membership subscription from the salary, in the e-Membership subscription window available w.e.f 16.06.2023 to 15.07.2023.

In this regard, I am directed to convey that the facility of "Review Option" (One time), will be available w.e.f. 03.07.2023 to 15.07.2023 in e-Membership subscription window in ERP ESS portal, for submission of the modifications/changes, if any, w.r.t. the one time option submitted by the executives during the period of window available for the option. The procedure for the same is given in enclosed User Manual (Annex-1).

This is issued with the approval of competent authority.

(P. K. Gupta) AGM(SR)

Copy for information to:

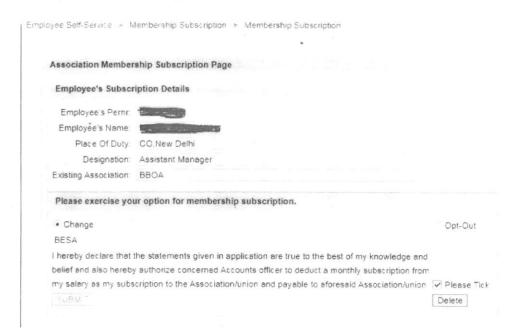
- 1. PPS to Dir(HR), BSNL Board
- 2. IFAs of all Circles
- 3. All GS of Associations of BSNL

Option for change/modification in already exercised online option for membership subscription

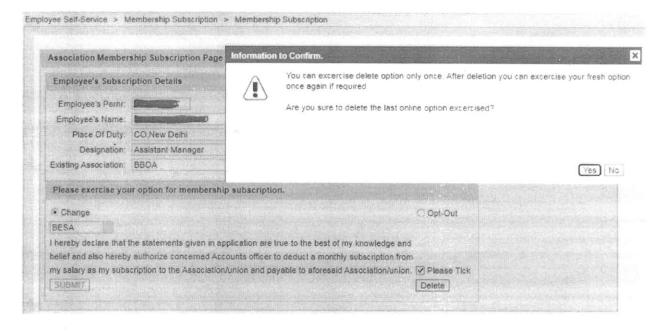
If any employee opted wrong option & want to modify. Below path to be followed through ess:

ESS Login→Employee Self Service→Membership Subscription

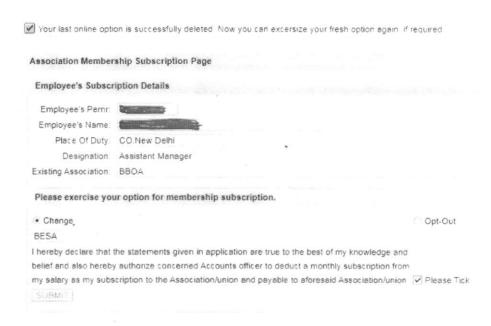
Already exercised online option will show as below.



Click on "Delete" button. Below pop-up window will appear.



Click "Yes" in pop-up window. Employee last online exercised option opted will be deleted & below screen will appear.



If fresh option required to be exercised, again click on Membership Subscription tab, following window will appear once again.

Take further steps as per original user manual.

Employee Self-Service > Membership Subscription > Membership Subscription



Note: Delete option can be exercised only once by employee during window open period only. After deletion, employee can exercise the option afresh only once if required during window open period only.