



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.

by
03/07/2023
(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.

Employee Self-Service > Membership Subscription > Membership Subscription

Association Membership Subscription Page

Employee's Subscription Details

Employee's Pernr: ██████████
 Employee's Name: ██████████
 Place Of Duty: CO, New Delhi
 Designation: Assistant Manager
 Existing Association: BBOA

Please exercise your option for membership subscription.

Change Opt-Out

BESA

I hereby declare that the statements given in application are true to the best of my knowledge and belief and also 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. Please Tick


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

Employee Self-Service > Membership Subscription > Membership Subscription

Association Membership Subscription Page **Information to Confirm.**

Employee's Subscription Details

Employee's Pernr: ██████████
 Employee's Name: ██████████
 Place Of Duty: CO, New Delhi
 Designation: Assistant Manager
 Existing Association: BBOA

 You can exercise delete option only once. After deletion you can exercise your fresh option once again if required.

Are you sure to delete the last online option exercised?

Please exercise your option for membership subscription.

Change Opt-Out

BESA

I hereby declare that the statements given in application are true to the best of my knowledge and belief and also 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. Please Tick

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

Your last online option is successfully deleted. Now you can exercise your fresh option again, if required.

Association Membership Subscription Page

Employee's Subscription Details

Employee's Perrn: ██████████

Employee's Name: ██████████

Place Of Duty: CO.New Delhi

Designation: Assistant Manager

Existing Association: BBOA

Please exercise your option for membership subscription.

Change

Opt-Out

BESA

I hereby declare that the statements given in application are true to the best of my knowledge and belief and also 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. Please Tick

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.

Association Membership Subscription Page

Employee's Subscription Details

Employee's Perrn: ██████████

Employee's Name: ██████████

Place Of Duty: CO.New Delhi

Designation: Assistant Manager

Existing Association: BBOA

Please exercise your option for membership subscription.

Change

Opt-Out

BESA ▼

I hereby declare that the statements given in application are true to the best of my knowledge and belief and also 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. Please Tick

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.