



No. BSNL/8-1/SR/2022

Dated: 10.06.2025

To

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

Sub: Option to change authorisation 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 and 3.6.2020 whereby the option to change membership subscription to unions and associations of BSNL was extended once a year to employees.

2. Options through paper-based forms were discontinued for associations and e-membership subscription was introduced in ESS, ERP from 2023 onwards. For non-executives, the existing paper-based procedure was continued, as in previous years (form enclosed).
3. The e-membership subscription window in ERP ESS portal will be available w.e.f. **16.06.2025 to 15.07.2025 for making 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. The paper based procedure will be available for non-executives from 16.6.2025 to 15.7.2025 as per existing procedure.
4. The facility of **Review Option (One time)** will be available w.e.f. **03.07.2025 to 15.07.2025** in e-membership subscription window in ERP ESS portal, for submission of the modifications/changes, if any, w.r.t. the option submitted by the executives during the period of window available for the option.
5. 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.

This is issued with the approval of competent authority.

Encl: As above.

  
(Asha Bawalia)  
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

**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-G/SR/2008 dated 04-6-2008 and letter No BSNL/20-6/SR/2019 dated 13<sup>th</sup> December, 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 \_\_\_\_\_

Station \_\_\_\_\_

Dated \_\_\_\_\_

Posting \_\_\_\_\_

\*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)