



BSNL
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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. BSNLCO-SR/14(11)/1/2026-SR

Dated: 01.06.2026

To

1. All Chief General Managers, BSNL
2. PGM (CA)/PGM (EF)/PGM (Pers.), 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 03.06.2020, 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 are discontinued for association and e-membership subscription was introduced in ESS/ERP from 2023 onwards. For non-executives, the existing paper-based procedure will continue, as in previous years (form enclosed).

3 The e-membership subscription window in ERP ESS portal will be available w.e.f. 16.06.2026 to 15.07.2026 for making option i.e. New/change/opt out (withdraw or stop) for deduction of membership subscription from the salary in favour of association or their choice, by the executives. The paper based procedure will be available for non-executive from 16.06.2026 to 15.07.2026 as per existing procedure.

4 The facility of Review Option (One time) will be available w.e.f. 03.07.2026 to 15.07.2026 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
(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,

Sh/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/39-3/SR/2008 dated 04-3-2008 and letter No BSNL/20-6/SR/2019 dated 13th 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)