

**No: BSNL/20-6/SR/2019**

**Dated 24.09.2020**

To,

General Secretaries,  
All Unions and Associations

**Subject:-**Authorisation for monthly membership subscription to Unions / Associations (check off facility) and supply of details of membership subscription to Associations/Unions.

I am directed to refer to the subject mentioned above and to say that following proposals regarding monthly Membership subscription to Associations/ Unions are being considered:

**1.** - It is proposed to discontinue the practice of submission of authorisation by employees in hard copy to DDO and switch over to ERP. The employees will furnish their authorisation in ERP-ESS during the one month period, for change or opting out from membership of any Union/Association. The option once exercised during this period shall become final.

On first occasion an employee can authorise subscription for a Union or an Association at any time during the year and he need not wait for the one month window, given once in a year. However HR administrator would have an option of stopping of the subscription of a member for various unforeseen reasons, inter alia, an intimation from the Association/Union for this purpose due to denial of membership or expulsion from the Association, although such occasions may be very rare.


While switching over to ERP, following requirements, may be dispensed with –

- a. Counter Signature of Controlling Officer and Secretary of the Union/Association of appropriate level.
- b. Filling up of subscription amount by employee.

**2.** - It is proposed to make provisions in ERP that the information of monthly remittance is given to the Unions/Associations through registered email every month with following details: –

- (a) the list of all the members whose subscription was deducted indicating:  
i) Name, ii) HR No., iii) Designation, iv) SSA name and v) Circle name
- (b) the amount deducted and remitted and the period to which the deduction relates

It is requested to furnish your views/suggestions regarding the above proposals to this office within 15 days from the issue of this letter.

  
(Sunita Arora) 24/9/2020  
AGM(SR), BSNL, CO