

### TATA PLAY MANUAL OF PRACTICE

Registered office:

Tata Play Ltd. Unit 301 to 305, 3rd Floor, Windsor, Off C.S.T. Road, Kalina, Santacruz (East), Mumbai 400098

Nodal Officers

State	Postal Address	Telephone number	Email Id	Name of the Nodal Officer
Andaman & NICOBAR	Tata Play Ltd, AWFIS, Godrej Waterside, Plot No 5, Office No. 1207, Tower 2, 12th Floor, Block-DP, Sector-V, P.S. Electronic Complex, Salt Lake, Kolkata-700091	044-60001771	nodalofficer@tataplay.com	Joydeep Roy
ANDHRA PRADESH NORTH	Tata Play Limited, Qubexpro, Business Bay, 10-28-2/2/1, 1st Floor, Cabin Number - 14, Kailashmetta, Waltair Uplands, Vishakhapatnam Andhra Pradesh-530003	040-60001771		Rajesh Dheenadayalan
ANDHRA PRADESH SOUTH	Tata Play Limited, Qubexpro, Business Bay, 10-28-2/2/1, 1st Floor, Cabin	040-60001771		Vijaysivakumar Hariharan

	Number - 14, Kailashmetta, Waltair Uplands, Vishakhapatnam Andhra Pradesh- 530003	
ARUNACHAL PRADESH	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033- 60001771
ASSAM	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033- 60001771
BIHAR	Tata Play Limited, 2nd Floor, 168, Uno Business Centre, Patliputra Colony, Patna - 800013.	0657- 6000177
BANGALORE	Tata Play Ltd., 1st Floor, Block C, Kirkoskar Business Park, Bellary Road, Hebbal,	080- 60001771

Monalisa Boruah
Monalisa Boruah
Vikrant Singh
Shanmugaman ivel T

	Bangalore - 560024	
CHANDIGARH	Tata Play Ltd. TDI Business Centre, TDI Tower, Unit No. 31-32-33, 4th Floor, Sector 118, SAS Nagar , Mohali Punjab – 140301	0172- 6000177
CHENNAI	TATA Play LTD,Smartwo rks Coworking Spaces Private Limited,Cente r: “Kochar Globe”, 5th Floor,Ambedk ar Nagar,SIDCO Industrial Estate,Guindy , Chennai – 600032	044- 60001771
CHHATISGARH	Tata Play Ltd., 506, SAS Business Center5th floor landmark building. Ramdaspeth Peth, Wardha Road, Nagpur – 440010	0522- 6000177
DADRA & NAGRA HAVELI	Tata Play Ltd., West Gate, co-working spaces, The Address, 22nd floor, B - Block,	079- 60001771

Vikrant Sehgal
K Satheesh Kumar
Atul Pawar
Sandesh Patel

	SG Highway, Near YMCA Club, Ahmedabad 380015	
DAMAN & DIU	Tata Play Ltd., West Gate, co-working spaces, The Address, 22nd floor, B - Block,  SG Highway, Near YMCA Club, Ahmedabad 380015	079- 60001771
DELHI 1	TATA Play Ltd., Unit No. 2, 4th Floor, Stellar Okas 1425, Plot No. 5, Sector 142, Noida, Uttar Pradesh, Pin Code - 201305	0172- 6000177
DELHI 2	TATA Play Ltd., Unit No. 2, 4th Floor, Stellar Okas 1425, Plot No. 5, Sector 142, Noida, Uttar Pradesh, Pin Code - 201305	0172- 6000177
GOA	Tata Play Ltd., UrbanWrk,	0832- 6000177

Sandesh Patel
Ankur Jain
Brij Mohan
Saurav Kumar

	5th Floor, Raja Bahadur Mill Road, Sai Radhe Building, Sangamwadi, Pune - 411001	
GUJARAT NORTH	Tata Play Ltd., West Gate, co-working spaces, The Address, 22nd floor, B - Block, SG Highway, Near YMCA Club, Ahmedabad 380015	079- 60001771
GUJARAT SOUTH	Tata Play Ltd., West Gate, co-working spaces, The Address, 22nd floor, B - Block, SG Highway, Near YMCA Club, Ahmedabad 380015	079- 60001771
HARYANA	Tata Play Ltd. TDI Business Centre, TDI Tower, Unit No, 31-32 & 33 , 4th Floor, Sector 118, SAS Nagar Mohali ,	0172- 6000177

Sandesh Patel
Jayesh Joshi
Vikrant Sehgal

	Punjab - 140301	
HIMACHAL PRADESH	Tata Play Ltd. TDI Business Centre, TDI Tower, Unit No, 31-32 & 33 , 4th Floor, Sector 118, SAS Nagar Mohali, Punjab - 140301	0522- 6000177
HYDERABAD	Tata Play Ltd., Awfis Space solutions PVT Ltd ,6-3-112 3 <sup>rd</sup> floor, Oyster complex, Greenlands road, Somajiguda, Begumpet, Hyderabad, Telangana- 500016	040- 60001771
JAMMU & KASHMIR	Tata Play Ltd. TDI Business Centre, TDI Tower, Unit No, 31-32 & 33 , 4th Floor, Sector 118, SAS Nagar Mohali , Punjab - 140301	0172- 6000177
JHARKHAND	Tata Play Limited, 2nd Floor, 168, Uno Business Centre, Patliputra	0657- 6000177

Vikrant Sehgal
Gautam Adhikari
Vikrant Sehgal
Vikrant Singh

	Colony, Patna - 800013.	
KARNATAKA 1	Tata Play Ltd., 1st Floor, Block C, Kirloskar Business Park, Bellary Road, Hebbal, Bangalore - 560024	080- 60001771
KARNATAKA 2	Tata Play Ltd., 1st Floor, Block C, Kirloskar Business Park, Bellary Road, Hebbal, Bangalore - 560024	080- 60001771
KARNATAKA SOUTH	Tata Play Ltd., 1st Floor, Block C, Kirloskar Business Park, Bellary Road, Hebbal, Bangalore - 560024	080- 60001771
KERALA	Tata Play Ltd, Bizcospace, 8th Floor, Infra Future Building, Opp Bharat Matha College, Seaport Airport Road, Kakkanad, Kochi, Kerala- 682021	0484- 6000177
KOLKATA	Tata Play Ltd, AWFIS,	033- 60001771

Shanmugaman ivel T
Ashoka B
Vijayakumar Ramasamay
Shaji C
Joydeep Roy

	Godrej Waterside, Plot No 5, Office No. 1207, Tower 2, 12th Floor, Block- DP, Sector-V, P.S. Electronic Complex, Salt Lake, Kolkata- 700091	
LADAKH	Tata Play Ltd. TDI Business Centre, TDI Tower, Unit No, 31-32 & 33, 4th Floor, Sector 118, SAS Nagar Mohali, Punjab - 140301	0172- 6000177
LAKSHADWEEP	Tata Play Ltd, Bizcospace, 8th Floor, Infra Future Building, Opp Bharat Matha College, Seaport Airport Road, Kakkanad, Kochi, Kerala- 682021	0484- 6000177
MADHYA PRADESH	Tata Play Ltd., Unit 408, Princes 'Business Playlune, Block No 32&33, Scheme No. 54, PU-3,	0731- 6000177

Vikrant Sehgal
Shaji C
Arvind Gupta



	Commercial, A.B. Road, Indore 452010	
MUMBAI	Tata Play Ltd., Unit 301 to 305, 3 <sup>rd</sup> Floor, Windsor, Off CST Road, Kalina Santacruz (East) Mumbai 400098	020- 60001771
MANIPUR	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033- 60001771
MARATHWARA	Tata Play Ltd., 506, SAS Business Center5th floor landmark building. Ramdaspath Peth, Wardha Road, Nagpur- 440010	020- 60001771
MEGHALAYA	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian	033- 60001771

Pawan Kumar Garg
Monalisa Boruah
Anantha Iyer
Monalisa Boruah

	Basti, G.S Road, Guwahati – 781005	
MIZORAM	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033- 60001771
NAGALAND	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033- 60001771
ORISSA	Tata Play Ltd, AWFIS – Opposite Nalco Headquarters , Jayadev Viha r, Nandankanan Rd, Nayapalli, Bhubaneswar , Odisha 751013	0674- 6000177
PUNE	Tata Play Ltd., UrbanWrk, 5th Floor, Raja Bahadur Mill Road, Sai Radhe	020- 60001771

Monalisa Boruah
Monalisa Boruah
Sarbojit Sarkar
Saurav Kumar

	Building, Sangamwadi, Pune - 411001	
PUNJAB	Tata Play Ltd. TDI Business Centre, TDI Tower, Unit No, 31-32 & 33, 4th Floor, Sector 118, SAS Nagar Mohali, Punjab - 140301	0172- 6000177
RAJASTHAN	Tata Play Ltd., Mahima Trinity, Plot No. 5, 2 <sup>nd</sup> Floor, Unit 1, Swage Farm, New Sanganer Road, Jaipur - 302019	0141- 6000177
SIKKIM	Tata Play Ltd, AWFIS, Godrej Waterside, Plot No 5, Office No. 1207, Tower 2, 12th Floor, Block-DP, Sector-V, P.S. Electronic Complex, Salt Lake, Kolkata- 700091	033- 60001771
SOUTH MAHARASHTRA	Tata Play Ltd., UrbanWrk, 5th Floor, Raja Bahadur Mill Road, Sai	020- 60001771

Vikrant Sehgal
Ravinder Tyagi
Vikram Singh
Saurav Kumar

	Radhe Building, Sangamwadi, Pune - 411001	
TAMIL NADU WEST	TATA Play LTD, Smartworks Coworking Spaces Private Limited, Center: "Kochar Globe", 5th Floor, Ambedkar Nagar, SIDCO Industrial Estate, Guindy, Chennai – 600032	044-60001771
TAMIL NADU SOUTH	TATA Play LTD, Smartworks Coworking Spaces Private Limited, Center: "Kochar Globe", 5th Floor, Ambedkar Nagar, SIDCO Industrial Estate, Guindy, Chennai – 600032.	044-60001771
TELANGANA	Tata Play Ltd., Awfis Space solutions PVT Ltd, 6-3-112 3 <sup>rd</sup> floor, Oyster complex, Greenlands road, Somajiguda,	040-60001771

Srikamesh N
Paraneetharan R
Gautam Adhikari

	Begumpet, Hyderabad, Telangana- 500016	
TRIPURA	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S  Road, Guwahati – 781005	033- 60001771
UTTAR PRADESH EAST	Tata Play Ltd, Neo hub Coworking- 6th Floor, Experion Vibhuti Khand, Gomti Nagar, Lucknow- 226010	0522- 6000177
UTTAR PRADESH WEST	TATA Play Ltd., Unit No. 2, 4th Floor, Stellar Okas 1425, Plot No. 5, Sector 142, Noida, Uttar Pradesh, Pin Code - 201305	0135- 6000177
UTTARAKHAND	TATA Play Ltd., Unit No. 2, 4th Floor, Stellar Okas 1425,	0135- 6000177

Monalisa Boruah
Hitesh Chopra
Rohan Mehra
Rohan Mehra

	Plot No. 5, Sector 142, Noida, Uttar Pradesh, Pin Code - 201305		
VIDARBHA	Tata Play Ltd., 506,SAS Business Center5 <sup>th</sup> floor landmark building. Ramdaspath Peth, Wardha Road, Nagpur – 440010	020- 60001771	Atul Pawar
West Bengal 1	Tata Play Ltd, AWFIS, Godrej Waterside, Plot No 5, Office No. 1207, Tower 2, 12th Floor, Block- DP, Sector-V, P.S. Electronic Complex, Salt Lake, Kolkata- 700091	033- 60001771	Joydeep Roy
West Bengal 2	Tata Play Ltd, AWFIS, Godrej Waterside, Plot No 5, Office No. 1207, Tower 2, 12th Floor, Block- DP, Sector-V, P.S. Electronic Complex, Salt	033- 60001771	Vikram Singh

	Lake, Kolkata-700091		
--	----------------------	--	--

**Procedure for Complaint Redressal:**

Subscriber may lodge his complaint through the following routes

1. Helpline: 1800 208 6633 (Toll free), 1860 120 6633 & 1860 500 6633 (Applicable telecom tariffs will apply)

Our Customer support centers are equipped to interact with subscribers in the 13 languages

On lodging of the complaint, a Service Request number will be assigned and conveyed on call

2. Email: [help@tataplay.com](mailto:help@tataplay.com)

Auto acknowledgement with Service request number will be generated

3. Nodal officer (refer above for details)

As a second level escalation, write or call to the Nodal Officers. While reaching out to the Nodal Officers, the Service request number provided by the customer support center will need to be quoted.

Benchmarks for Redressal of Complaints through Call Centre & Nodal Officers Action	Time limits
Responding to complaint	
I) Received during office hrs	Within eight hrs
II) Received after office hrs	Next working day
Resolution of 'No Signal' complaints	90% complaints received shall be redressed & signal restored within 24 hrs
Resolution of Complaints related to billing	Within 7 days
Resolution of complaints (Except billing)	Within 72 hrs

**Temporary suspension of service:**

1. Temporary Suspension Facility. Tata Play Limited ('Tata Play') allows its Subscriber to make a request to the Tata Play to suspend all the Service availed by the Subscriber from Tata Play for a temporary period.

2. Purpose. This policy sets out the terms and conditions that govern the Temporary Suspension of Service opted by the Subscribers.

3. Eligibility. Only Subscribers who have an Active Account Status with Tata Play can opt for the Temporary Suspension Facility.

4. Opt In. Subscriber is free to make multiple requests through the year to temporary suspend their Tata Play Service. Subscriber can request for Temporary Suspension Facility for a minimum period of 5 days under each request.

5. How can a Subscriber Opt In: Following are the two methods through which a Subscriber can opt for the Temporary Suspension Facility: By Calling the Helpline Number from their Registered Mobile Number or Registered Telephone Number; or By Visiting an authorized dealer of Tata Play.

6. Information Sought to Activate the Facility. Subscriber must specify the start date while placing the request to avail the Temporary Suspension Facility. In addition to the above information, Tata Play may seek other information to verify the eligibility of the Subscriber, such as the name, the Registered Mobile Number, the subscriber registration number. Hence, Subscriber must keep all the necessary information ready to share while opting for the Temporary Suspension Facility. Tata Play reserves the right to reject or deny the request for a temporary suspension of Services.

7. Activation of the Facility. A request for temporary suspension of service must be made by the Subscriber at least fifteen (15) days prior to the proposed start date of the Temporary Suspension. Tata Play shall temporarily suspend the Tata Play Service from the start date upon receiving all the information from the Subscriber. Once the Subscriber opt for the Temporary Suspension Facility, Tata Play reserves the right not to send any information or notification to the Subscriber until the Services are restored.

8. Restoration of the Suspended Services. If the Subscriber wishes to activate the Service even before the end date specified by the Subscriber at the time of opting for the Temporary Suspension of Service Facility, then Tata Play may restore the service at such an earlier date provided such request is made at least seventy-two hours prior to schedule date or such other period mentioned under the Applicable Law.

9. Restoration Charges. Tata Play may charge Restoration Fee to the Subscriber in accordance with the Applicable Law.

10. Deactivation. Tata Play reserves the right to deactivate the Subscriber if the Tata Sky Service stands suspended at the request of the Subscriber for a continuously period exceeding three (3) months.

**Price protection for advance subscription payment:** For information [click here](#)

**Disconnection of services:** For information [click here](#)

**Terms and conditions for billing and payment:** For information [click here](#)