

## 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
ANDHRA PRADESH (SOUTH)	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	<a href="mailto:nodalofficer@tataplay.com">nodalofficer@tataplay.com</a>	Raghunath G
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
ANDAMAN & NICOBAR	TATA Play LTD, Smartworks Coworking Spaces Private Limited, Center: "Kochar Globe", 5th Floor, Ambedkar Nagar, SIDCO Industrial Estate, Guindy, Chennai - 600032.	044-60001771		Shanmugamanivel T
CHENNAI	TATA Play LTD, Smartworks Coworking Spaces Private	044-60001771		Shanmugamanivel T

	Limited,Center: "Kochar Globe", 5th Floor,Ambedkar Nagar,SIDCO Industrial Estate,Guindy, Chennai – 600032.		
ARUNACHAL PRADESH	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033-60001771	Monalisa Boruah
ASSAM	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033-60001771	Monalisa Boruah
BIHAR	Tata Play Limited, 2nd Floor, 168, Uno Business Centre, Patliputra Colony, Patna - 800013	0657-6000177	Vikrant Singh
CHANDIGARH	Tata Play Ltd. TDI Business Centre , TDI Tower , Unit No, 31-32 & 33 , 4th	0172-6000177	Rajesh Puri

	Floor, Sector 118, SAS Nagar Mohali, Punjab - 140301	
CHHATTISGARH	Tata Play Ltd., 506, SAS Business Center, 5th floor, Landmark Building, Ramdaspath, Wardha Road Nagpur - 440010	0522-6000177
DADRA & NAGRA HAVELI	Tata Play Ltd., West Gate, B-Block, 22nd floor, SG Highway, Near YMCA Club, Ahmedabad 380015	079-60001771
DAMAN & DIU	Tata Play Ltd., West Gate, B-Block, 22 <sup>nd</sup> floor, SG Highway, Near YMCA Club, Ahmedabad 380015	079-60001771
DELHI 1	Tata Play Ltd. E2 Block VSNL Complex, Mandi Road, Chhatarpur, Delhi 110074	0172-6000177
DELHI 2	Tata Play Ltd. E2 Block VSNL Complex Mandi	0172-6000177

M Pavan Kumar
Sandesh Patel
Sandesh Patel
Ankur Jain
Brij Mohan

	Road Chattarpur Delhi -110074		
GOA	Tata Play Ltd., UrbanWrk, 5th Floor, Raja Bahadur Mill Road, Sai Radhe Building, Sangamwadi, Pune - 411001	0832-6000177	Ravinder Tyagi
GUJARAT (NORTH)	Tata Play Limited, West Gate, B-Block, 22nd Floor, SG Highway, Near YMCA Club, Ahmedabad - 380015	079-60001771	Sandesh Patel
GUJARAT (SOUTH)	Tata Play Limited, West Gate, B-Block, 22nd Floor, SG Highway, Near YMCA Club, Ahmedabad - 380015	079-60001771	Jayesh Joshi
HARYANA	Tata Play Ltd. TDI Business Centre , TDI Tower , Unit No, 31-32 & 33 , 4th Floor, Sector 118, SAS Nagar Mohali , Punjab - 140301	0172-6000177	Mohit Ghai
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	Rajesh Puri

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	Rajesh Puri
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	Rajesh Puri
JHARKHAND	Tata Play Ltd., 506, SAS Business Center, 5th floor, Landmark Building, Ramdaspath Peth, Wardha Road Nagpur - 440010	0657-6000177	M Pavan Kumar
KARNATAKA (NORTH)	Tata Play Ltd., 1st Floor, Block C, Kirloskar Business Park, Bellary Road, Hebbal, Bangalore - 560021	080-60001771	Vijaysivakumar Hariharan
KARNATAKA (SOUTH)	Tata Play Ltd., 1st Floor, Block C, Kirloskar Business Park, Bellary Road, Hebbal, Bangalore - 560021	080-60001771	Vijayakumar Ramasamay
KERALA	Tata Play Ltd, Bizcospace, 8th Floor, Infra Future Building, Opp Bharat Matha College,	0484-6000177	Shaji C

	Seaport Airport Road, Kakkanad, Kochi, Kerala-682021.		
LAKSHADWEEP	TataPlay Ltd, Bizcospace, 8th Floor, Infra Future Building, Opp Bharat Matha College, Seaport Airport Road, Kakkanad, Kochi, Kerala-682021.	0484-6000177	Shaji C
MADHYA PRADESH	Tata Play Ltd Unit No. 408,  Princess Business Playlune Block No.32, 33 Scheme No. 54 PU-3, Commercial AB Road Indore - 452001	0731-6000177	Ramesh Baliga
MUMBAI	Tata Play Ltd, Unit 301 to 305, 3rd Floor, Windsor, Off C.S.T. road, Kalina, Santacruz (East), Mumbai - 400098	020-60001771	Pawan Kumar Garg
SOUTH MAHARASHTRA	Tata Play Ltd., UrbanWrk, 5th Floor, Raja Bahadur Mill Road, Sai Radhe Building, Sangamwadi, Pune - 411001	020-60001771	Ravinder Tyagi

PUNE	Tata Play Ltd., UrbanWrk, 5th Floor, Raja Bahadur Mill Road, Sai Radhe Building, Sangamwadi, Pune - 411001	020-60001771	Saurav Kumar
MARATHWADA	Tata Play Ltd., 506, SAS Business Center, 5th floor, Landmark Building, Ramdaspath Peth, Wardha Road Nagpur - 440010	020-60001771	Anantha Iyer
VIDARBHA	Tata Play Ltd., 506, SAS Business Center, 5th floor, Landmark Building, Ramdaspath Peth, Wardha Road Nagpur - 440010	020-60001771	Arvind Gupta
MANIPUR	Tata Play Ltd, Unit No. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033-60001771	Monalisa Boruah
MEGHALAYA	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033-60001771	Monalisa Boruah
MIZORAM	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian	033-60001771	Monalisa Boruah

	Basti, G.S Road, Guwahati – 781005		
NAGALAND	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road, Guwahati – 781005	033-60001771	Monalisa Boruah
ORISSA	Tata Play Ltd, AWFIS – Opposite Nalco Headquarters, Jayadev Vihar, Nandankanan Rd, Nayapalli, Bhubaneswar, Odisha 751013	0674-6000177	Sarbojit Sarkar
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	Vikrant Sehgal
RAJASTHAN	Tata Play Ltd., Mahima Trinity, Plot No. 5, 2nd Floor, Unit 1, Swage Farm, New Sanganer Road, Jaipur - 302019	0141-6000177	Dilip Kumar Mandal



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	Anamika Chaudhuri
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 Lake, Kolkata- 700091	033-60001771	Vikram Singh
KOLKATA	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	Joydeep Roy

	Lake, Kolkata-700091		
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	Vikram Singh
TAMIL NADU CENTRAL	TATA Play LTD, Smartworks Coworking Spaces Private Limited, Center: "Kochar Globe", 5th Floor, Ambedkar Nagar, SIDCO Industrial Estate, Guindy, Chennai – 600032.	044-60001771	K Satheesh Kumar
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	Paraneetharan R
TAMIL NADU SOUTH	TATA Play LTD, Smartworks Coworking Spaces Private Limited, Center: "Kochar Globe", 5th Floor,	044-60001771	Srikamesh N

	Ambedkar Nagar, SIDCO Industrial Estate, Guindy, Chennai – 600032.		
TELANGANA	Tata Play Ltd., Awfis Space solutions PVT Ltd ,6-3-112 3rd floor , Oyster complex, Greenlands road , Somajiguda ,Begum pet , Hyderabad , Telangana -500016	040-60001771	Manish Kumar Sethi
HYDERABAD	Tata Play Ltd., Awfis Space solutions PVT Ltd ,6-3-112 3 <sup>rd</sup> floor , Oyster complex, Greenlands road , Somajiguda ,Begumpet , Hyderabad , Telengana - 500016	040-60001771	Gautam Adhikari
BANGALORE	Tata Play Ltd., 1st Floor, Block C, Kirloskar Business Park, Bellary Road, Hebbal, Bangalore - 560021	080-60001771	Ashoka B.
TRIPURA	Tata Play Ltd, Unit no. 504 & 505, 5th Floor, Kamakhya Tower, Christian Basti, G.S Road,	033-60001771	Monalisa Boruah

	Guwahati – 781005		
UTTAR PRADESH EAST	Tata Play Ltd, 11th Floor, Incuspaze, Rohtas Summit, Vibhuti Khand, Gomti Nagar, Lucknow- 226010	0522-6000177	Hitesh Chopra
UTTAR PRADESH WEST	Tata Play Ltd. Smartworks Co- working Spaces, Ground Floor,.Plot No 1&2,Sector-125 Noida, Uttar Pradesh 201303	0135-6000177	Rohan Mehra
UTTARAKHAND	Tata Play Ltd. Smartworks Co- working Spaces, Ground Floor,.Plot No 1&2,Sector-125 Noida, Uttar Pradesh 201303	0135-6000177	Rohan Mehra

**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 Play 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](#)