

TATA



Manual of Practice

Dear Customer,

**Want to ask how a certain service can be activated?
Want to know how to insert an emoticon in your SMS,
which plan to pick, how your bill got made,
how to block persistent lovers on phone,
where to drop in for special offers and handsets,
who to complain to,
how to this and what to that?**

**Use this booklet for contact information of all our stores,
offices, help centres and in-charges.**

**Cheers,
T K Balakumar
Head – Customer Service Delivery**

ADDRESSES OF ALL CIRCLES

You can touch base with us at the following addresses as per your area of mobile operations.

Circle	Address
Andhra Pradesh	Tata Teleservices Limited,5-10-173 ,Vasantha Chambers,1st Floor ,Fathe Maidan Road,Hyderabad-500001
Bihar & Jharkhand	Tata Teleservices Limited,101, Shayama Bhawan, West Boringcanel Road, Near laxmi nursing home, Patna -800001
Gujarat	Tata Teleservices Ltd, 1st floor, Camps Corner, Near Prahlad Nagar Garden. Prahladnagar road, Ahmedabad-380051
Haryana	Tata Teleservices Limited,C-125,Industrial focal Point, Phase - 8, Mohali - 160071
Himachal Pradesh (HP)	Tata Teleservices Limited,C-125,Industrial focal Point, Phase - 8, Mohali - 160071
Karnataka	Tata Teleservices Limited, A Block, 2 nd Floor, Silicon Terraces, # 30/1, Hosur Main Road, Koramangala, Bangalore – 560095.
Kerela	Tata Teleservices Limited, Tata docomo, 5th Floor, SL Plaza, Palarivattom, Cochin -682025
Kolkata	Tata Teleservices Ltd., PS Srijan Tech Park,DN - 52, Sector - V, Kolkata, West Bengal, 700091
MPCG	Tata Teleservices Limited,Plot no. 1,2,3 Kwality Globus, Permalli Wallace Campus, Opp Reserve Bank of India ,Hoshangabad Road, Bhopal, MP - 462011
Orissa	Tata Teleservices Limited, Module A&B, 3rd Floor, Fortune Towers, Chandrasekharpur, Bhubaneswar-751023
Punjab	Tata Teleservices Limited,C-125,Industrial focal Point, Phase - 8, Mohali - 160071
Tamil Nadu	Tata Teleservices Limited,M.T.Rajen's Properties - II Floor ,No.40, Bazzullah Road, T Nagar, Chennai - 600017
Uttar Pradesh(East)	Tata Teleservices Ltd., 2nd Floor, K's Trident , 10, Rana Pratap Marg, Lucknow Uttar Pradesh (East) 226001
Uttar Pradesh(West)	Tata Teleservices Ltd., 501, Mangal Pandey Nagar, Main University Road, Meerut 250004.
West Bengal	Tata Teleservices Ltd., PS Srijan Tech Park,DN - 52, Sector - V, Kolkata, West Bengal, 700091
Mumbai	TTML, D-26, TTC Industrial Area, MIDC, Sanpada, Thane Belapur Road, PO Turbhe, Navi Mumbai - 400703
Maharashtra	TTML, Mayfair Towers, Third floor next to Shoppers stop, Wakdewadi, Pune- 411005

PRODUCT AND SERVICES OFFERRED: Mobile Telephony (Postpaid and Prepaid)

CONTACT POINTS FOR POSTPAID AND PREPAID CUSTOMERS

Circle	Email id	Call Center No.	Fax No.
Andhra Pradesh	listen@tatadocomo.com	9030012345	9030002273
Bihar & Jharkhand	listen@tatadocomo.com	9031012345	9031002273
Gujarat	listen@tatadocomo.com	9033012345	9033002273
Haryana	listen@tatadocomo.com	9034012345	9034002273
Himachal Pradesh (HP)	listen@tatadocomo.com	8091012345	8091002273
Karnataka	listen@tatadocomo.com	9036012345	9036002273
Kerala	listen@tatadocomo.com	9037012345	9037002273
Kolkata	listen@tatadocomo.com	9038012345	9038002273
MPCG	listen@tatadocomo.com	9039012345	9039002273
Orissa	listen@tatadocomo.com	9040012345	9040002273
Punjab	listen@tatadocomo.com	9041012345	9041002273
Tamil Nadu	listen@tatadocomo.com	9043012345	9043002273
Uttar Pradesh (E)	listen@tatadocomo.com	9044012345	9044002273
Uttar Pradesh (W)	listen@tatadocomo.com	9045012345	9045002273
West Bengal (ROWB)	listen@tatadocomo.com	9046012345	9046002273
Mumbai	listen.mum@tatadocomo.com	9029000121	02266009999
Maharashtra	listen.rom@tatadocomo.com	9029000121	02066009999

TATA-DOCOMO EXPERIENCE CENTER (TEC'S)

For any query / issue regarding your Tata DOCOMO connection, you can reach us at one of our TEC's on the below mentioned addresses.

Sl. No.	Circle	City	Name	Address	Days Of Operation	Timings
1	AP	Hyderabad	Punjagutta	6-3-352/ 2 & 3, Astral Heights, Ground Floor 2B,Road No 1, Banjara Hills, Hyderabad – 500034	Mon to Sat	10AM- 8PM
2	TN	Chennai	Chetpet Road	JOSMANs, Old No8,New No.5,MCNicholas Road, Chetpet Road, Chennai-600031	7 Days a week	10.30 AM - 8.30 PM
3	KK	Bangalore	Indranagar	2003,100 ft Road, besides Airtel Showroom,HAL2stage, Indra Nagar, Bangalore-5600088	Mon to Sat	Working hours 10.00 a.m – 7.30 p.m. Monday to Saturday. Sunday Holiday
4	KL	Cochin / Ernakulum	Marine Drive	Tata Docomo Dive In, Swapnil Enclave, Marine Drive, Cochin (Landmark : Opp Joy Alukkas Wedding Center)	7 Days a week	Working hours 10 a.m – 7 p.m. All days working except national holidays
5	KL	Trivandrum	Pattom PO	Tata Docomo Dive In, CD Plaza, Plamood Junction, Pattom PO, Trivandrum (Landmark : Opp. Plamoodu HDFC Bank)	7 Days a week	Working hours 10 a.m – 7 p.m. All days working except national holidays
6	TN	Coimbatore	R.S. Puram	Tata Experience Center – Dive in store, Aiswarya Commercial Center, Ground Floor ,Door No 28/196, New No 58-1, Tiruvengadasamy , Road West, R.S. Puram, Coimbatore – 641 002	7 Days a week	10AM- 8PM
7	KK	Mangalore	Kodialbail	Tata Docomo Dive In Centre, Essel Centre, Ground Floor, M.G. Road, Kodialbail, Mangalore – 575003	Mon to Sat	10.30 AM - 7.30 PM
8	AP	Vizag	Sreepuram Junction	10-50-24/A, Sravya Manor, Sreepuram Junction, Opp HSBC ,Vizag	Mon to Sat	10AM- 8PM
9	GJ	Ahmedabad		Tata Teleservices Ltd., Above City Gold Theater, Nr. Shyamal Cross Road, Ahmedabad	7 Days a week	10AM- 8PM

NODAL OFFICERS

You can reach us at our respective Nodal Desk in case you have an unresolved complaint from Call Center. Nodal desk is working from 9.30 a.m. to 5.30 p.m. from Monday to Friday.

Circle Name	Nodal Officer Name	Address	Tel. No.	Fax No.	E-mail ID
Andhra Pradesh	Anitha Chatala	Tata Teleservices Limited, 1st floor, 5-10-173, Vasantha Chambers, Fathe Maidan Road, Hyderabad - 500001	9030000121	9030002273	nodal.ap@tatadocomo.com
Bihar & Jharkhand	Aditi Roy	Tata Teleservices Limited, 5th Floor, Voltas Building, Bistupur Mian Road, Jamshedpur, Jharkhand	9031000121	9031002273	nodal.bh@tatadocomo.com
Gujarat	Naiteek Shah	Tata Teleservices Ltd, 4th floor, Gujarat Bhavan, Nr M J Library, Ashram Road, Ahmedabad-380006	9033000121	9033002273	nodal.gj@tatadocomo.com
Haryana	Supreet Vatsyayan	Tata Teleservices Ltd., C125 Phase 8, Focal Point Industrial Area, Mohali.	9034000121	9034002273	nodal.har@tatadocomo.com
Himachal Pradesh (HP)	Supreet Vatsyayan	Tata Teleservices Ltd., C125 Phase 8, Focal Point Industrial Area, Mohali.	8091000121	8091002273	nodal.hp@tatadocomo.com
Karnataka	SureshKumar L	Tata Teleservices Limited- Tata Docomo, A Block, 2nd Floor, Silicon Terraces, # 30/1, Hosur Main Road, Koramanagala, Bangalore – 560 0095.	9036000121	9036002273	nodal.kk@tatadocomo.com
Kerala	Renu Moncy	Tata Teleservices Limited, Tata DOCOMO, 5th Floor, SL Plaza, Palarivattom, Cochin -682025	9037000121	9037002273	Nodal.Kerala@tatadocomo.com
Kolkata	Neeraj Sharma	Tata Teleservices Ltd., PS Srijan Tech Park, DN - 52, Sector - V, Kolkata, West Bengal, 700091	9038000121	9038002273	nodal.kol@tatadocomo.com
MPCG	Kamal Rajdev	Tata Teleservices Ltd., Kwality Globus, Permali Wallace Compound, Opp. RBI, Hoshangabad Road, Bhopal (M.P.) 462011	9039000121	9039002273	nodal.mp@tatadocomo.com
Orissa	Priyanka Patnaik	Tata Teleservices Limited, Module A&B, 4th Floor, Fortune Tower, Chandrashekharpur, Bhubhaneshwar - 751023	9040000121	9040002273	nodal.orissa@tatadocomo.com
Punjab	Supreet Vatsyayan	Tata Teleservices Ltd., C125 Phase 8, Focal Point Industrial Area, Mohali.	9041000121	9041002273	nodal.pun@tatadocomo.com

Circle Name	Nodal Officer Name	Address	Tel. No.	Fax No.	E-mail ID
Tamil Nadu	Mahadev Kaushik	Tata Teleservices Limited, No 40, MT Rajen's Properties, 2nd Floor, Bazzullah Road, T Nagar, Chennai – 600 017	9043000121	9043002273	Nodal.tn@tatadocomo.com
Uttar Pradesh (E)	Shweta Arora	Tata Teleservices Ltd., 2nd Floor, K's Trident, 10, Rana Pratap Marg, Lucknow Uttar Pradesh (East) 226001	9044000121	9044002273	nodal.UPE@tatadocomo.com
Uttar Pradesh (W)	Himani Gupta	Tata Teleservices Ltd., 501, Mangal Pandey Nagar, Main University Road, Meerut 250004.	9045000121	9045002273	nodal.UPW@tatadocomo.com
West Bengal	Neeraj Sharma	Tata Teleservices Ltd., PS Srijan Tech Park, DN - 52, Sector - V, Kolkata, West Bengal, 700091	9046000121	9046002273	Nodal.WB@tatadocomo.com
Mumbai	Meenakshi Bahal	TTML, D-26, TTC Industrial Area, MIDC, Sanpada, Thane Belapur Road, PO Turbhe, Navi Mumbai - 400703	9029009028	022-66099999	nodal.mum@tatadocomo.com
Maharashtra	Meenakshi Bahal	TTML, Mayfair Towers, Third floor next to Shoppers stop, Wakdevadi, Pune-411005	9028009028	020-66009999	nodal.rom@tatadocomo.com

APPELLATE AUTHORITY

If you are still not satisfied with the decision/response of the Nodal Officer, you may appeal before the Appellate Authority during working hours 9:30 a.m. to 5.30 p.m., Monday to Friday. The appeal shall be made in writing and filed in duplicate. You can reach Appellate Authority on the following mail ids as well.

Circle Name	Appellate Authority Name	Address	Tel. No.	Fax No.	Email id
Andhra Pradesh	Sujeet Savargaonkar	Tata Teleservices Limited, 1st floor, 5-10-173, Vasantha Chambers, Fathe Maidan Road, Hyderabad - 500001	9030000122	9030002273	appellate.ap@tatadocomo.com
Bihar & Jharkhand	Sukrit Saha	Tata Teleservices Ltd. Tata Docomo, Shyama Bhawan, Ground Floor, Boring Canal Road, Near Laxmi Nursing home, Patna-800001	9031000122	9031002273	appellate.bh@tatadocomo.com
Gujarat	Saurabh Kumar	Tata Teleservices Ltd, 4th floor, Gujarat Bhavan, Nr M J Library, Ashram Road, Ahmedabad-380006	9033000122	9033002273	appellate.gj@tatadocomo.com
Haryana	Rohit Chawla	Tata Teleservices Ltd., C125 Phase 8, Focal Point Industrial Area, Mohali.	9034000122	9034002273	appellate.har@tatadocomo.com
Himachal Pradesh (HP)	Rohit Chawla	Tata Teleservices Ltd., C125 Phase 8, Focal Point Industrial Area, Mohali.	8091000122	8091002273	appellate.hp@tatadocomo.com
Karnataka	Sunitha George	Tata Teleservices Limited- Tata Docomo, A Block, 2nd Floor, Silicon Terraces, # 30/1, Hosur Main Road, Koramanagala, Bangalore – 560 0095.	9036000122	9036002273	appellate.kk@tatadocomo.com
Kerala	Jayaraj R	Tata Teleservices Limited, Tata docomo, 5th Floor, SL Plaza, Palarivattom, Cochin -682025	9037000122	9037002273	appellate.kerala@tatadocomo.com
Kolkata	Amit Bhatia	Tata Teleservices Ltd., PS Srijan Tech Park, DN - 52, Sector - V, Kolkata, West Bengal, 700091	9038000122	9038002273	appellate.kol@tatadocomo.com
MPCG	Deepak Sethi	Tata Teleservices Ltd., Kwality Globus, Permali Wallace Compound, Opp.RBI, Hoshangabad Road, Bhopal (M.P.) 462011	9039000122	9039002273	appellate.mp@tatadocomo.com
Orissa	Bikash Mohanty	Tata Teleservices Limited, Module A&B, 4th Floor, Fortune Tower, Chandrashekharpur, Bhubhaneshwar - 751023	9040000122	9040002273	appellate.orissa@tatadocomo.com
Punjab	Rohit Chawla	Tata Teleservices Ltd., C125 Phase 8, Focal Point Industrial Area, Mohali.	9041000122	9041002273	appellate.pun@tatadocomo.com

Circle Name	Appellate Authority Name	Address	Tel. No.	Fax No.	Email id
Tamil Nadu	KK Sarathy	Tata Teleservices Limited, No 40, MT Rajen's Properties, 2nd Floor, Bazzullah Road, T Nagar , Chennai – 600 017	9043000122	9043002273	appellate.tn@tatadocomo.com
Uttar Pradesh (E)	Sandeep Saxena	Tata Teleservices Ltd., 2nd Floor, K's Trident , 10, Rana Pratap Marg, Lucknow Uttar Pradesh (East) 226001	9044000122	9044002273	appellate.UPE@tatadocomo.com
Uttar Pradesh (W)	Adarsh Singh	Tata Teleservices Ltd., 501, Mangal Pandey Nagar, Main University Road, Meerut 250004.	9045000122	9045002273	appellate.UPW@tatadocomo.com
West Bengal	Amit Bhatia	Tata Teleservices Ltd., PS Srijan Tech Park, DN - 52, Sector - V, Kolkata, West Bengal, 700091	9046000122	9046002273	Appellate.WB@tatadocomo.com
Mumbai	Ravindra Managalampalli	TTML, D-26, TTC Industrial Area, MIDC, Sanpada, Thane Belapur Road, PO Turbhe, Navi Mumbai - 400703	9029009029	022-66099999	appellate.mum@tatadocomo.com
Maharashtra	Ravindra Managalampalli	TTML, Mayfair Towers, Third floor next to Shoppers stop, Wakdevadi, Pune-411005	9028009029	020-66009999	appellate.rom@tatadocomo.com

Terms and Conditions

This MOP is for all subscribers of Tata Teleservices Limited under TATA DOCOMO brand.

I. DEFINITIONS

(aa) Appellate Authority means one or more persons appointed as appellate authority under the TRAI's regulations 3 of 2007.

a) "Charges" or "Tariff" shall include all fees, call charges/tariffs, deposits, rentals and interconnection costs and includes any other incidental charges relating thereto chargeable by TTL from time to time for providing the customer with the Service/s and shall include all Government levies (present and future).

b) "Customer" shall mean the individual or entity or person who or which has applied for provision of the Service/s vide the accompanying CAF.

c) "Designated Service Provider" shall mean any individual or legal entity designated by TTL to provide the Service/s (or any of them) or to discharge TTL's obligations hereunder or to exercise TTL's rights hereunder and shall include the successor/s and permitted assign/s of such individual or legal entity to the extent permitted under License.

d) "DOT" means Department of Telecommunications, Ministry of Communications, Government of India and includes its successors-in-interest.

e) "Equipment" shall include any phone instrument, subscriber terminal, network interface unit (NIU) and any attachments/accessories thereto (or any of them), necessary for connecting to the Network in order to avail of the Service/s.

f) "Government" shall mean Government of India and/or a State Government, any Local Authority, Cantonment Board, Telecom Regulatory Authority of India, Courts of law or other judicial/quasi-judicial forums, as the case may be, and shall include their successors-in-interest.

g) "License" shall mean the license granted by DoT to install and operate the Service/s (or any of them).

h) "Network" shall mean the communications network and other equipment/software used by TTL to provide the Service/s and shall include telephone exchanges, base stations, microwave and land-line links.

i) "Other Service/s" means any service/s which are additional to the Service/s including but not limited to content and data service/s, billing and collection.

j) "Service/s" shall mean all the telecommunications service/s and other value added service/s made available by TTL through its Network, including voice communication service/s, SMS and any Other Service/s.

k) "Service Area" shall mean the geographical area within which TTL is licensed to offer the Service/s under License.

l) "TTL" shall mean TTSL and TTML and Designated Service Providers jointly and severally (depending upon the context in which it is used) and shall be deemed to include successors-in-interest and assigns of TTSL and/or TTML and/or Designated Service Providers.

m) TRAI means "Telecom Regulatory Authority of India established under the Telecom Regulatory Authority of India Act, 1997.

n) "TTO" means Telecommunication Tariff Order, 1999 as amended from time to time notified & published in Official Gazette of India by TRAI.

2. Provision of Service/s

TTL will make best efforts to provide to the Customer the Service/s within the Service Area subject to

a) these Terms and Conditions,

b) provisions of the License,

c) any directions or orders or regulations issued by DoT, TRAI, Government, courts, judicial forums and other statutory authorities from time to time, and

d) any policies and/or rules/regulations adopted by TTL from time to time with regard to operation and maintenance of the Network and provision of the Service/s. TTL reserves the right to accept or reject, at its discretion, the Customer's application for provision of Service/s made vide the accompanying CAF. TTL shall orally communicate to the Customer, acceptance of the said application.

3. Service Conditions

a) The availability, accuracy and quality of the Service/s may be affected by factors outside TTL's control including but not limited to physical obstructions, availability or performance of network, geographic conditions, topographic layout, weather conditions and other causes of radio interference,

non-availability of power or faults or modifications in other communication networks to which the network is connected, non-receipt or delay in receipt of suitable right of way and damage or modifications to equipment.

b) The Service/s may be suspended in whole or in part at any time, without notice, if the Network fails or requires modification or maintenance. TTL will make all reasonable efforts to minimize the frequency and duration of such events.

c) The allotment of the phone number will be made, and can be changed from time to time, by TTL at its sole discretion. Customer shall have no proprietary right or other interest in the number allotted to the Customer.

d) TTL will not be liable to provide the same number in case of loss of the Equipment

e) TTL has the sole right and discretion to revise the Charges at any time on reasonable notice to the Customer/delivered in such manner as TTL deems fit.

f) TTL reserves the right to apply a credit limit and specify other conditions for Charges incurred by the Customer and to demand interim or advance payment or deposits/additional deposits, and to suspend or disconnect access to the Service/s if such limits are exceeded or such conditions are violated.

g) TTL reserves the right to vary the bill cycle for the Charges from time to time. (Conditions not applicable for Pre-paid services).

h) TTL has the right to check the credentials of the Customer including the Customer's financial standing and to avail the services of any person or agency for such purposes. Obligation of TTL to provide the Service/s (or any of them) shall always be subject to verification of the Customer's credentials and documents and if at any time, any information and/or documents furnished by the Customer is/are found incorrect or incomplete or suspicious, TTL shall be entitled to suspend/terminate the Service/s forthwith without any notice.

i) TTL reserves the right to initiate appropriate legal proceedings in case of breach of any of these Terms and Conditions by the Customer (including non-payment of Charges and dishonor of payment instruments furnished by the Customer against his dues).

j) Any waiver, concession or extra time allowed or granted by TTL to the Customer is limited to the specific circumstance in which it was given and the

same shall not affect TTL's rights under these Terms and Conditions.

k) TTL may, without any notice, refuse, curtail, modify, suspend, disconnect or terminate the Service/s in whole or in part at any time if so directed by any statutory authority or judicial forum or without assigning any reason whatsoever.

l) To the extent permitted under License, TTL shall be entitled to designate a third party for discharging TTL's obligations (or any of them) and/or for exercising TTL's rights (or any of them) arising pursuant to these Terms and Conditions. TTL shall also be entitled to assign its rights and/or obligations hereunder (or any of them) to a third party at any time without being liable to obtain any consent from or to give any notice to the Customer.

m) TTL reserves the right to amend these Terms and Conditions (or any of them) and/or to separately specify additional conditions from time to time at its sole discretion without providing any notice to the Customer.

n) Any and all information (including that pertaining to the Customer or his business) provided by the Customer to TTL or gathered by TTL independently of the Customer may be disclosed by TTL to any statutory authority or any other entity/individual whether or not TTL provides the Service/s to the Customer.

o) TTL shall be entitled to adjust/set-off deposits/payments made by the Customer against any Charges outstanding towards TTL. Similarly, TTL shall be entitled to adjust/set-off any amounts payable/refundable by TTL to the Customer against any amounts which, in the opinion of TTL, are payable by the Customer to TTL for the Services or on any other account whatsoever. Such adjustments/set-offs may be made by way of deductions and/or forfeiture of any deposits/additional deposits/advances and/or any other manner as TTL may, at its sole and absolute discretion, deem fit.

p) TTL has signed/is required to sign reciprocal agreements with MTNL/BSNL and/or other telecom service providers according to which TTL would not provide new connection to any person who is in arrears with any other service provider and whose line has been suspended by such other service provider. If such person is already a Customer of TTL, TTL upon request by such other service provider, would be required to terminate provision of Service/s to such Customer even though such Customer has been paying TTL's Charges regularly

and has been otherwise in compliance with the provisions of these Terms and Conditions. TTL however, will not be liable for any costs, damages or losses in case of termination/deactivation of Service/s as aforesaid.

q) The Customer is granted a personal non-transferable license to use the software loaded on the Equipment used/to be used for availing the Service/s. The license shall be royalty free unless otherwise specified by TTL and shall be revocable at TTL's sole discretion in case, in the judgment or opinion of TTL, the Customer attempts to or actually does modify, decompile, disassemble, reverse engineer, erase, decode, temper or otherwise alter the software or in case the Customer commits a breach of any of these Terms and Conditions.

r) The Customer shall be entitled to use the software loaded on the Equipment only for the purpose of accessing telecommunication services provided by TTL and shall not be entitled to use it for any other purpose (including accessing telecommunication services provided by third parties except as permitted by TTL).

4. Obligations of the Customer

a) The Customer shall be liable to make payments for the Service/s on the following basis:

i. That payment will be liable to be made on or before the due date mentioned in the bill failing which interest upto 18% per annum and/or late fees shall become chargeable on all outstanding charges for the period from the due date till the date of payment. Further the Service/s (or any of them) shall be liable to be suspended/discontinued/terminated at TTL's sole discretion in such an event;

ii. Payments of charges may be made by cash, credit card, crossed cheque, crossed demand draft, or any other mode specified by TTL from time to time. Payments made by cheque are valid subject to realisation. TTL shall not be liable for loss of cash or payment instrument unless TTL has issued a receipt for the same to the Customer;

iii. The Customer shall be liable to pay penal charges/fees as may be specified by TTL in case of dishonour of any payment instrument furnished by the Customer besides legal action;

iv. The Customer shall be liable to pay all charges for the Service/s provided to the Customer. For post paid subscriber, the charges as billed or specified by TTL whether the Service/s have been used by the

Customer or by anyone else from the Customer's phone/phone connection, with or without the knowledge of the Customer, he is liable to pay all charges;

v. In the event of any dispute regarding the charges, the Customer shall be liable to pay charges as billed by TTL pending resolution of such dispute;

vi. The Post-paid Customer shall be liable to pay for the Service/s provided even if the Customer does not receive the bill/s. TTL shall send the bill/s to the billing address as per TTL's records. It will be the Post-paid Customer's responsibility to make enquiries before the due date for payments in case of non-receipt of bill/s;

vii. The Customer shall be liable to pay and/or bear all the costs for collection of dues, legal expenses, etc. with interest, in case of non-payment of dues or other violation/s of these Terms and Conditions by the Customer, should it be necessary to refer the matter to a collection agency/legal advisor/representative of TTL.

viii. The Customer shall be liable to bear all taxes, duties or levies payable in addition to the charges, including those levied/leviable on this CAF/Terms and Conditions.

b) The Customer shall not use or cause or allow others to use the Service/s for any improper, immoral or unlawful purpose including in any manner which may jeopardize, affect or impair the operation of the Network and/or provision of the Service/s to the Customer or other customers of TTL or cause public or private nuisance.

c) The Customer shall use only the Equipment approved for use with the Network by DoT, Government and/or TTL. The Customer shall not without the prior written consent of TTL, install or attach any attachments to the Equipment used/to be used for availing the Service/s. The Customer shall not use the Equipment belonging to TTL except for the purposes of availing the Service/s.

d) The Customer shall comply with all applicable laws, rules and regulations, any instructions issued by the Government, DOT or TTL, concerning the Customer's use of the Service/s and procurement of the Equipment including but not limited to relevant tax laws and import control regulations.

e) The Customer shall not open, repair, replace parts of or otherwise tamper with the Equipment except as may be specifically permitted in writing by TTL. The safety of the Equipment shall be the responsibility of the Customer. The Customer shall

inform TTL immediately and confirm the same in writing if the Equipment is lost, stolen or damaged. Notwithstanding the preceding sentence, the Customer shall remain liable for all charges incurred until the Service/s provided via the Equipment are de-activated. In such an event, the Customer shall also be liable to make good the loss suffered by TTL as a result of loss, theft or damage to the Equipment.

f) The Customer shall furnish correct and complete information and documents as required by TTL from time to time.

g) The Customer shall remain liable for the Charges pertaining to the period of provision and suspension of Service/s and thereafter until payment in full is made.

h) The Customer shall inform TTL, in writing, of any changes in the billing address. Any written communication, bill, billing statement or notice issued by or on behalf of TTL to the Customer will be deemed as served within 48 hours of posting by ordinary mail.

i) The Customer shall not assign any right or interest in the Service/s provided under these Terms and Conditions without TTL's prior written consent. The Customer shall not transfer or dispose off or create any lien or encumbrance in respect of Equipment belonging to TTL.

j) The Customer shall follow the processes specified by TTL from time to time with regard to the Service/s.

k) The Customer shall inform TTL in writing about any deficiency in Service/s within 7 days of occurrence of such deficiency. TTL shall, upon receipt of complete information about such deficiency, endeavor to get the deficiency rectified.

l) The Customer shall permit TTL and/or its authorised representatives to enter into and remain upon Customer's premises to install, activate, repair, de-install and recover the Equipment used/to be used for availing the Service/s and the Customer shall obtain at no cost to TTL, appropriate approvals and consents from third parties wherever necessary for the foregoing purposes.

m) The Customer shall hand over to TTL, possession of Equipment belonging to TTL which is/was delivered to the Customer or at the Customer's premises at any point of time, consequent to termination/ disconnection of Service/s.

n) As regards fixed telephone connections, the Customer shall ensure that the Equipment used for

availing the Service/s is not moved or shifted from the premises of installation except with the prior written consent of and after complying with the conditions specified by TTL. (this condition not applicable for pre-paid customer).

o) The Customer should, if necessary, provide power supply for the functioning of the Equipment. The safekeeping and protection of Equipment shall be the Customer's responsibility.

5. Validity

These Terms and Conditions shall be subject to the provisions of Indian Telegraph Act of 1885, Telecom Regulatory Authority of India Act 1997, the rules and regulations framed there under and other statutes, regulations and rules as prevailing and applicable from time to time besides any other directions/orders from any courts, tribunals, and statutory authorities.

6. Limitation of liability

a) TTL does not guarantee uninterrupted or fault-free working of the Network or the Service/s or Equipment or Software and shall not be liable to the Customer or to any user or other person for injuries or damages or death resulting from operation of the Network/ Service/s / Equipment / Software arising due to any events (including but not limited to fire, explosion, war, riots, strikes, lockouts, picketing, boycotts, acts of government authorities, Act of God and causes originating in the facilities or operations of other telecom or allied service providers).

b) TTL makes no representation or warranty other than those specifically set forth in these Terms and Conditions. TTL expressly disclaims all warranties, express or implied, including but not limited to any implied warranty as to merchantability or fitness for a particular purpose.

c) TTL shall not be liable to the Customer for any loss, costs or damage whatsoever or howsoever caused, arising directly or indirectly in connection with the Equipment or Service/s.

d) Notwithstanding the generality of (b) above, TTL expressly excludes liability for itself and for its Directors and its employees for direct or indirect consequential loss, damage, economic or otherwise, including loss of profits and loss of reputation even if advised of the possibility thereof. TTL expressly excludes liability for libel and/or slander arising out

of a message or content received or sent by the Customer via the Network.

e) TTL may at its discretion, send to the Customer via the Customer's Equipment various information for the Customer using electronic media or otherwise.

f) In the event that any exclusion contained in these Terms and Conditions shall be held to be invalid for any reason, and TTL becomes liable for loss or damage that it may otherwise not have been liable for, such liability shall be limited to refund of any deposits furnished by the Customer after adjusting the Charges due by the Customer.

7. Suspension/Disconnection/Termination

a) Notwithstanding anything contained herein, TTL shall be entitled to suspend/disconnect/terminate the Service/s (whether fully or partially and whether temporarily or permanently) if:

i. The Government or the Authority either suspends, terminates or takes over the License or the Service/s temporarily or otherwise;

ii. At any time the Customer fails to satisfy the requisite credit checks or provides incorrect or misleading information (whether or not with a fraudulent intent);

iii. The Customer fails to pay Charges due;

iv. The Customer is in breach of any other provision of these Terms and Conditions

v. The provision of Service/s (or any of them) to the Customer adversely affects the Network or Equipment of TTL or the provision of Service/s to other customers or if any approvals/consents/permits which are necessary for facilitating provision of the Service/s to the Customer are revoked, discontinued or suspended;

vi. If the Customer is declared insolvent, bankrupt or is liquidated or dissolved;

vii. If a Trustee or receiver is appointed to take over the assets of the Customer;

viii. If the Government or Authority requires any of these Terms and Conditions to be revised in such a way as to cause significant adverse consequences to TTL.

b) Termination/Disconnection/Suspension of the Service/s pursuant to any provisions set forth herein shall be without prejudice to, and in addition to any right or remedy available to TTL under any applicable law or statute.

c) In the event of the termination/disconnection/suspension of the Service/s for any reason

whatsoever, TTL shall be entitled to recover all outstanding Charges (in case of pre-paid customer "the equipment") and dues from the Customer.

d) Any reconnection of Service/s shall be done at the sole discretion of TTL and upon payment of charges and fulfillment of other conditions as specified by TTL.

e) Customer shall remain liable for the Charges during the period of suspension of Services.

8. Severability & Jurisdiction

In the event of any provision/s of these terms and conditions being held to be invalid, illegal or unenforceable by any court or other forum/statutory authority, such provision shall stand severed from the other provisions of these Terms and Conditions and shall be deemed to be expunged. The invalidity, illegality or unenforceability of such provision shall not in any manner affect or impair any other provisions of these Terms and Conditions and these Terms and Conditions shall be thenceforth construed as if such invalid, illegal or unenforceable provisions were never contained herein. Any disputes, differences and legal proceedings arising or initiated in connection with these Terms and Conditions or with the provision of Service/s shall be subject to the exclusive jurisdiction of the court/s situated in the city/town in which the main Circle Office of TTL administering the Customer's connection/s provided pursuant to the accompanying CAF, is situated.

9. Shifting of premises

a) Applicable for post-paid customers

i) Where customer wants to shift to a different premises with the same telephone (same customer)

- The customer submits the request by filling in a Service Request Form (SRF) for shifting along with the documents to the Tata Docomo outlet / office.

- On positive verification of the address, phone line will be transferred to the new address.

10. Modes through which a customer can communicate his/her complaints

a) Post-paid

i. Call centre – A toll free number where a customer can call any time of the day. The customer will register the complaint and Customer Care will provide Customer with a unique complaint number

(docket number) and also feedback, on the time within which complaint would be resolved, will be provided to the customer.

ii. Emails – Customers can e-mail their complaint and they will get a unique complaint number (docket number), which will be communicated within 4 hours of receiving the complaint and also feedback, on the time within which complaint would be resolved, will be provided to the customer.

iii. Faxes

iv. Walk-in outlets

All complaints will be resolved within 7 days of receipt. Billing complaints may take upto 4 weeks to be resolved.

b) Pre-paid customer

i. Call centre – Customer can call the Toll free number –12524, any time and for any complaint. The complaint is registered and if it is a valid complaint, a complaint number is generated (to be called as Docket Number). This Docket number will be given to the customer and also the feedback will be provided to the customer within the SLA communicated.

ii. Emails – Customers can e-mail their complaint and they will get a unique complaint number (docket number), which will be communicated within 4 hours of receiving the complaint and also feedback, on the time within which complaint would be resolved, will be provided to the customer.

iii. Faxes

iv Walk-in outlets

11. An Annexure I [relating to the Basic Service (wire line)] to the Manual containing text of the Quality of Service Benchmarks specified by TRAI is attached.

12. An Annexure II [relating to Basic (Wireless) and Cellular Mobile Telephone Service] to the Manual containing text of the Quality of Service Benchmarks specified by TRAI is attached.

13. An annexure III (relating to Broadband services) to the Manual containing text of Quality of Services Benchmarks specified by TRAI is attached.

14. Disconnection/Termination

a) Post-Paid Customers

i. The Post-Paid Customer can give a request for disconnection by either calling up 121, emailing the

request, faxing the request or visiting any Tata DOCOMO office / outlet.

ii. Once the disconnection request is received, TTSL will process the same by first disabling the outgoing service and the rentals for the customer. This will be done within 24 hours (subject to recovery/surrender of Hand set/CPE) of receiving the request.

iii. Total period for the customer to get the refund (if any) is 60 days from the cancellation request given.

iv. Deposit Refunds post cancellation are only applicable.

when :

- The outstanding dues are lower than deposit
- Customer is not in EMI scheme where the tenure is not yet complete.
- Any other equipment, if any, is retrieved.
- There are no multiple connections in one account and if there is the deposit will be adjusted against the account.

For details on TRAI Regulation on Consumer Protection you may visit TRAI website at: www.trai.gov.in. For knowing further details on Customer Care, Nodal Officers, Appellate Authority and most competitive tariff plans you may visit our website at www.tatadocomo.com

Annexure – I

Service Parameter and Time Limit for Service Request or Redressal of Complaint of Telecom Consumers by Call Centers.

A : Basic Service (Wireless) and Cellular Mobile Telephone Service

Serial No. (I)	Service Parameter (II)	Time Limit for service request or redressal of complaint (III)
(i)	Billing Performance a) Percentage of billing complaints resolved within a week b) Period of all refunds / payments due to customers from the date of resolution of complaints	(a) All billing complaints to be resolved within four weeks. (b) All cases of refunds or payments due to customers to be made within four weeks from the date of resolution of billing complaints.