

MANUAL OF PRACTICE

IndusInd Media & Communications Ltd.



IndusInd Media & Communications Ltd. (hereinafter referred to as "IMCL"), currently offers two types of Indigital Services – **Standard Definition ("SD ")** and **High Definition ("HD ")** services. Currently SD & HD services are available in all IMCL networks.

To obtain more details please visit our website www.indigital.co.in. We have a centralised helpline no. **1860-212-6456** or **1800-266-6456** to assist you.

CITY	AREA	List of IMCL Offices / JV Offices	Contact details
MUMBAI	MUMBAI	IN Centre, 49/50, 12 th Road, MIDC, Mumbai – 400093.	022-28208585
DELHI	DELHI	10-A, 2 ND FLOOR, SHIVAJI MARG, MOTI NAGAR, NEW DELHI -110015.	011- 49587100

Details of Call Center: 1860-212-6456 OR 1800-266-6456

Timing: 8.00 AM (08.00 Hrs) to 00.00 AM (24.00 Hrs)

Customers can also contact us by email at:

- customer.care@incablenet.net | care@nxtdigital.in

1. Redressal of complaints through Call Center

Procedure

Customers may call the Indigital call centre on 1860-212-6456 or 1800-266-6456 helpline numbers to lodge complaints with the call center. Our associates are trained to answer customer queries in English / Hindi and state local languages. On receiving the Customer call, our Call Center will register the Customer`s complaint and issue a Ticket Number to the Customer.

Benchmarks

At least ninety per cent of complaint`s concerning non-receipt of all signals by the Customer occurs due to disturbances of weather or natural calamities, this will be re-dressed and we will restore the signals within a period of twenty-four hours of the receipt of complaint.

We will redress at least ninety per cent of the complaints (other than non-receipt of signals) by Customer, within a period of forty-eight hours from the receipt of complaint.



Provided complaints from Customer coming from remote or hilly tracts or hilly areas or distant rural areas or disturbances due to weather may be redressed as early as may be feasible. All other complaints shall be addressed as early as possible.

2. Details of Nodal Officers

IndusInd Media & Communications Ltd., has nominated Nodal officers for redressal of grievances of those Customers who are not satisfied with the redressal at the Call Center level. Such Customers can contact the concerned Nodal Officer citing the Ticket number issued by the Call Center.

INDUSIND MEDIA & COMMUNICATIONS LTD. - LIST OF NODAL OFFICERS					
SR. NO	SATTE	REGION	NODAL OFFICER	EMAIL ID	ADDRESS
1	DELHI	DELHI	MR. VAIBHAV SINGH	VAIBHAV.SINGH@INCABLENET.NET	10-A, 2 ND FLOOR, SHIVAJI MARG, MOTI NAGAR, NEW DELHI -110015. TEL. NO. 011 49587100. M. 8588814848
2	UTTAR PRADESH	NOIDA	MR. VAIBHAV SINGH	VAIBHAV.SINGH@INCABLENET.NET	10-A, 2 ND FLOOR, SHIVAJI MARG, MOTI NAGAR, NEW DELHI -110015. TEL. NO. 011 49587100. . M. 8588814848
3	HARYANA	FARIDABAD	MR. VAIBHAV SINGH	VAIBHAV.SINGH@INCABLENET.NET	10-A, 2 ND FLOOR, SHIVAJI MARG, MOTI NAGAR, NEW DELHI -110015. TEL. NO. 011 49587100. . M. 8588814848
4	UTTAR PRADESH	GHAZIABAD	MR. VAIBHAV SINGH	VAIBHAV.SINGH@INCABLENET.NET	10-A, 2 ND FLOOR, SHIVAJI MARG, MOTI NAGAR, NEW DELHI -110015. TEL. NO. 011 49587100. . M. 8588814848
5	MAHARASHTRA	MUMBAI	MR. SANJAY KAMAT	SANJAY.KAMAT@INCABLENET.NET	49/50, 'INCENTRE', 12TH ROAD, MIDC, ANDHERI EAST, MUMBAI - 400093. TEL. NO. 022-28208585. M. 9870003992
6	MAHARASHTRA	THANE	MR. SANJAY KAMAT	SANJAY.KAMAT@INCABLENET.NET	SHREE DATTA MANGAL BUNGLOW, BEHIND MONA APTS., PATIL WADI,



INDUSIND MEDIA & COMMUNICATIONS LTD. - LIST OF NODAL OFFICERS

					PANCHPAKADI, THANE (WEST) – 400601. TEL. NO. 25435844. M. 9870003992
7	MAHARASHTRA	NAVI MUMBAI	MR. SANJAY KAMAT	SANJAY.KAMAT@INCABLENET.NET	SHOP NO.7 & 8, PLOT NO 1, YOGESH BLDG., SHREE GANESH CHS., SECTOR-28, NEAR NERUL GYM KHANA, NERUL NAVI MUMBAI. M. 9870003992
8	MAHARASHTRA	MIRA ROAD	MR. SANJAY KAMAT	SANJAY.KAMAT@INCABLENET.NET	B - 702, GOYAL PLAZA, N H SCHOOL ROAD, OFF. KASHIMIRA-BHAYANDER ROAD, OPP.SHIVAR GARDEN, MIRA ROAD (EAST), DIST. : THANE - 400107. TEL. NO. 28554020. M. 9870003992
9	MAHARASHTRA	KALWA	MR VINOD LASE	vinod_lase@hotmail.com	101, SAIDHAM BLDG.,KHAREGAON, KALWA- WEST, DIST.: THANE - 400605 . TEL. NO. 022-25400121. M. 9769502702
10	MAHARASHTRA	KALYAN	MR VAIBHAV GAIKWAD	VAIBHAVGAIKWAD@YAHOO.COM	SARVODHAY MALL, 2ND FLOOR, SHOP NO. 08, OPP. APMC MARKET, KALYAN (WEST) - 421 301. M. 8422888888
11	MAHARASHTRA	NAGPUR	MR. MILAN PATIL	MILAN.PATIL@INCABLENET.NET	307, 3RD FLOOR, ORANGE CITY TOWER, OPP. PATRAKAR BHAVAN, DHANTOLI, NAGPUR - 440010. TEL. NO. 0712- 6613100 / 6613200. M. 9833960510
12	MAHARASHTRA	NASHIK	MR. MILAN PATIL	MILAN.PATIL@INCABLENET.NET	3RD FLOOR, MALPANI PRIDE, BESIDE REYMOND SHOWROOM, OLD PANDIT COLONY,SHARANPUR ROAD, NASHIK. TEL. NO. 0253- 3015902 /03/04. M. 9833960510

INDUSIND MEDIA & COMMUNICATIONS LTD. - LIST OF NODAL OFFICERS

13	MAHARASHTRA	KOLHAPUR	MR YASHORAJ PATIL	bhimariddhiyash@gmail.com	987, "C" WARD, 2ND FLOOR, RAJESHWARI APARTMENT, BHUI GALLI, LAXMIPURI, KOLHAPUR - 416002. TEL. NO. 0251-2642155. M. 9860970007
14	MAHARASHTRA	PIMPRI - CHINCHWAD	MR RANJIT SALUNKE	RANJIT.SALUNKE@INCABLENET.NET	5TH FLOOR, VYANKATESH MARKET, ABOVE VEGETABLE MARKET, PIMPRI, PUNE – 411017. TEL. NO. 020-32414445 M. 9819993936
16	GUJARAT	AHMEDABAD	MR.PANKAJ OZA	PANKAJ.OZA@INCABLENET.NET	301 TO 305, 3RD FLOOR, SHANAY-2 COMPLEX, OPP. SANYAS ASHRAM, BEHIND LIC BLDG., ASHRAM ROAD, ELLIS BRIDGE, AHMEDABAD 380006. TEL. NO. 079-26574679-81. M. 9825604155
16	GUJARAT	AHMEDABAD	MR.PANKAJ OZA	PANKAJ.OZA@INCABLENET.NET	301 TO 305, 3RD FLOOR, SHANAY-2 COMPLEX, OPP. SANYAS ASHRAM, BEHIND LIC BLDG., ASHRAM ROAD, ELLIS BRIDGE, AHMEDABAD 380006. TEL. NO. 079-26574679-81. M. 9825604155
17	GUJARAT	SURAT	MR. BHAVESH GORASIA	BHAVESH.GORASIA@INCABLENET.NET	E-WING, 4 & 5 FLOOR, 21ST CENTURY BUILDING, RING ROAD, SURAT 395002. TEL. NO. 0261-3053210 / 08490926712. M. 9727599099
18	GUJARAT	VADODARA	MR. PANKAJ OZA	PANKAJ.OZA@INCABLENET.NET	A, WING, 801-805, 8TH FLOOR, ALKAPURI ARCADE, R C DUTT ROAD, VADODARA-390006. TEL. NO. 0265-6690601-602. M. 9825604155
19	GUJARAT	RAJKOT	MR. RAJNI PATEL	ajantasky@yahoo.co.in	BEHIND AKASHWANI QUA, NEW PARIMAL CHOWK, ABOVE HARIOM AUTO, UNIVERSITY ROAD, RAJKOT - 360005. TEL. NO. 09427222243. M. 997452210

INDUSIND MEDIA & COMMUNICATIONS LTD. - LIST OF NODAL OFFICERS

20	KARNATAKA	BANGALORE	MR. MOHAN KUMAR	mohan.kumar@incablenet.net	109,2ND FLOOR, KH ROAD, BANGALORE-560027. TEL. NO. 080-40114205-9. M. 7022027498
21	KARNATAKA	MYSORE	MR. MOHAN KUMAR	mohan.kumar@incablenet.net	21-A, 1ST FLOOR, VISHWAMANAVA, DOUBLE ROAD, SARASWATIPURAM, MYSORE - 570009. TEL. NO. 0821-2541779. M. 7022027498
22	KARNATAKA	BELGAUM	MR. THARUN RAI	THARUN.RAI@INCABLENET.NET	SANSUKHA COMPLEX, 2ND FLOOR, KHADE BAZAR, BELGAUM 590002. TEL. NO. 0831-2461456. M. 9833850508
23	ANDHRA PRADESH	VIZAG	MR. CHANDRASEKAR	Csekhar67@gmail.com	47-10-6, FLAT NO. 19&20, SRI PADA DIAMOND TOWERS, NORTH BLOCK, 4TH FLOOR, NEAR DIAMOND PARK, DWARAKANAGAR, VISHAKHAPATANAM (VIZAG)- 530016. TEL. NO. 07416266667. M. 9866566667
24	ALL INDIA	COMPLIANCE OFFICER	MR. SUBHASHISH MAZUMDAR	SUBHASHISH.MAZUMDAR@INCABLENET.NET	49/50, 'INCENTRE', 12TH ROAD, MIDC, ANDHERI EAST, MUMBAI - 400093. TEL. NO. 022-28208585. M. 9821069130

3. Redressal of complaints through the Nodal Officers

(If the complaint is not resolved by the call center)

Procedure

Customer to contact the Nodal Officer, by sending an email or via telephone, if the customer is not satisfied with the redressal of his grievance by the call centre

Benchmarks

Nodal Officers will redress the grievance or complaint within ten days.

Others

For instructions regarding the operations of Indigital Set-Top Boxes at Customer Premises, please refer to the User Manual. Set-Top Box user manual information can be obtained by visiting www.indigital.co.in.

INDIGITAL WEB COPY