

# CITIZEN'S / CLIENT'S CHARTERS

(In RFD Format)

FOR

MTNL Mumbai

OF

MAHANAGAR TELEPHONE NIGAM LIMITED

Address :

Website : [www.mtnlmumbai.in](http://www.mtnlmumbai.in)

# Citizens/ Client charter Document for MTNL Mumbai's Services

## 1) Vision

- a) Become a total solution provider company and to provide worlds class telecom services at affordable prices
- b) Become the largest provider of private networks and leases lines
- c) To remain market leader in providing world class Telecom and IT related services at affordable prices and to become a global player

## 2) Main services

Main services provided and the officers responsible with contact details are as per the chart

### Main Services

S No.	Services	Responsible Person (Designation)	E-mail (Phone No.)			Responsibilities
			Area	E-mail	Phone Number	
1	Basic Landline &  ISDN & EPABX	DMs(Extl/Internal) of field units under every Area  General Manager  will be directly responsible for	Zone-1	gmz1mbi@mtnl.in	22060646	SDE(Ext) All external work including provisioning Landline BB & its maintenance, SDE(Intl) creation of Landline , BB & maintenance due to internal
			Zone-2	gmz2mbi@mtnl.in	24145556	
			Zone-3	gmz3mbi@mtnl.in	26554242	
			Zone-4	gmz4mbi@mtnl.in	28012345	
			Zone-5	gmz5mbi@mtnl.in	25344949	
2	Triband Broadband Internet Service Wi-Fi	DMs of BB Exchanges under General Manager (Broad Band) will be directly responsible for Broadband service maintenance	gmbbmbi@mtnl.in		24376115	a) As above at Sr no 1 b) BB unit for technical Internal maintenance
3	Intelligence Network (IN) Trunk Services	DMs of LD unit under General Manager (Long Distance) will be directly responsible for maintaining the IN & Trunk services	gmccmbi@mtnl.net.in		24368183	a) As above at Sr No 1 b) LD unit is responsible for technical maintenance
4	Leased Circuits	DMs under General Manager (Leased Circuit ) will be directly	<a href="mailto:gmeblcmbi@mtnl.in">gmeblcmbi@mtnl.in</a>		24376115	a) As above at Sr no 1 b) LC unit is responsible for technical maintenance

		responsible for leased circuits service maintenance			
5	MPLS/VPN	General Manager (Transmission) will be directly responsible for service maintenance	<a href="mailto:gmtmbi@mtnl.in">gmtmbi@mtnl.in</a>	26524430	<ul style="list-style-type: none"> <li>a) As above at Sr no 1</li> <li>b) DM(LC) units responsible for technical maintenance</li> </ul>
6	Fibre To The Home(FTTH)	DMs under Dy. General Manager (FTTH) will be directly responsible for service maintenance			<ul style="list-style-type: none"> <li>a) DM under Area GM for technical maintenance</li> <li>b) DM under GM(TR) for Fibre maintenance</li> <li>c) DM under GM(BB) for technical maintenance</li> </ul>
7	Business Development	Every DMs under General Manager(EB1& EB2) will be directly responsible for Business Development	<a href="mailto:gmbd@mtnl.net.in">gmbd@mtnl.net.in</a>	24317171	<ul style="list-style-type: none"> <li>a) As above at Sr no 1</li> <li>b) Forbilling cases Account Manager under GM(EB1/EB2)</li> </ul>

## Main Services

Sr No	Services	Services offered by service provider	Landline Phone Plus Services	Tariff	
8	Landline Services	New Line Connection	Centrex facility(COSMOS) Electronic Dynamic Lock CLIP Call forwarding Reminder Call Abbreviated Dialing Hotline Call Hunting Call alert Three party Conference VCC Card Dial Up Internet Level-1 Short Code	Information is available on site <a href="http://www.mtnlmumbai.in">www.mtnlmumbai.in</a> and is updated from time to time	
		Shifting of Telephone Lines			
		STD facility			Rs 1000/- deposit (subject to changes as per MTNL Mumbai's policy)
		ISD facility			Rs 3000/- deposit(subject to changes as per MTNL Mumbai's policy)
9	Landline provided through PCO	STD & ISD facility		Information is available on site <a href="http://www.mtnlmumbai.in">www.mtnlmumbai.in</a> and is updated from time to time	
10	Landline Service using ISDN	BRI( 128Kbps)	EPABX Line	Information is available on site <a href="http://www.mtnlmumbai.in">www.mtnlmumbai.in</a> and updated from time to time	
		PRI (30Channels)			
		DID EPABX to Franchise			
		DID/DOD			
11	BroadBand Services	New Broadband Line	Static IP/IP POOL	Information is available on site <a href="http://www.mtnlmumbai.in">www.mtnlmumbai.in</a> and is updated from time to time	
		Shifting of Broadband Line			
		Prepaid Broadband			
		Wi-Fi Service			
12	Broadband Service using FTTH	Wi-Fi Service	Voice Service(VAS)		
13	Broadband using VDSL Modem	High Speed			
14	IN Services	VPN Subscriber		Information is available on site <a href="http://www.mtnlmumbai.in">www.mtnlmumbai.in</a> and is updated from time to time	
		VCC Card			
		Tele-Voting			
		Free Phone Service (1800 )			

		Universal Access Number(1901)		
15		Premium Rate Service (0900)		
16	Leased Circuit	Leased Line below 2Mbps		Information is available on site <a href="http://www.mtnlmumbai.in">www.mtnlmumbai.in</a> and is updated from time to time
		Leased Line 2Mbps and above		
		MLLN( Managed Leased Line Network)		
		Internet Leased Network		
		L2-VPN		
		Level-1 Short Code for Landline		

Note : Security Deposit related respective Services is available on website : [www.mtnlmumbai.in](http://www.mtnlmumbai.in)

**3) a Quality of Service parameters in respect of which compliance is monitored by the service provider**

Sr No.	Services /Transactions	Maximum Time Limit
1	Provision of landline	≤ 7days for feasible cases
2	Provision of Broadband	≤ 15 days for feasible cases
3	Fault/100 subs/month	≤ 5
4	No. of Faults registered & repaired by next working days	≥ 90%
5	Mean Time to repair the fault in hours	≤ 8 hrs
6	Meter Reading Complaint	Within 90 days

Tariff etc details :- It is available on website - [www.mtnlmumbai.in](http://www.mtnlmumbai.in)

**4) b Standard of services provided**

Sr. No	Services/ Transaction	Maximum Time limit (subject to technical feasibility)
1	Provision of a telephone after registration of demand	100% in ≤ 7
2	Shift of Telephone Connection	≤ 3 days

3	Provision of New Broadband connection	≤ 15 days (100% of requests is attended within 3 days)	
4	Fault Repair / Restoration Time of Broadband	By next working day: > 90% and within 3 working days: 99% Rebate: (a) Faults Pending for >3 working days and < 7 working days: rebate equivalent to 7 days of minimum monthly charge or equivalent usage allowance (b) Faults Pending for > 7 working days and < 15 working days: rebate equivalent to 15 days of minimum monthly charge or equivalent usage allowance (c) Faults Pending for > 15 working days: rebate equivalent to one month of minimum monthly charge or equivalent usage allowance	
5	Grade of Service	(a) Junctions between local exchanges – 0.002	DMs under GM(LD) is responsible for 1 <sup>st</sup> Level
		(b) Outgoing junctions from Trunk Automatic Exchange (TAX) to local exchange – 0.005	
(c) Incoming junctions from local exchange to TAX – 0.005			
		(d) Incoming or outgoing junctions between TAX's 0.005	maintenance
		(e) Switching network should be non-blocking or should have extremely low blocking probability.	

### 5) Grievances Redressal Mechanism

- a) Various options for booking of faults / complaints are available with MTNL customers & the same are being listed below:-

Call centers and web-links

Telecom service	MTNL Mumbai	
	Call centre No	On line (web links)
Common Service Number for All Services	1130	All services
Landline	1500	
Broadband	1504	<a href="http://mtnlmumbai.in/index.php/customer-care">http://mtnlmumbai.in/index.php/customer-care</a>
GSM	1503	<a href="http://mtnlmumbai.in">http://mtnlmumbai.in</a>
SMS( Through Landline)	1501	
Complaint booking	198/xxxx2198 first x stand for level 2,	

	other 3 are exchange codes	
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- b) Process of appeal for PG Cases & RTI also exists along with the above mentioned options to MTNL Mumbai customer which are as per Annexure-I & Annexure-II enclosed respectively.
- c) Meter Reading Complaint Billing (MRC) case to be settled with AOTR of respective Exchange within 90 days ( Application to DMX ) addressed to respective Area GM  
AOTR Rebate sanction memo will be issued by concerned of SM/AGM(OP) Its implementation to be done by concerned AOTR of Exchange
- d) PG Officer : 1) Billing Case : - Concerned AOTR of Area GM
- e) Escalating Grievance to Consumer Forum and Further to Arbitration

The details of Nodal officers for Appeals & RTI are available on website [www.mtnlmumbai.in](http://www.mtnlmumbai.in) which are also linked from website of MTNL, corporate office [www.mtnl.net.in](http://www.mtnl.net.in)

In addition, the customer has an option to lodge his grievances on other platform links too

i.e. TRAI website : <http://www.trai.gov.in>

Public grievances to the Central Government (Centralized CPGRAMS) website: <http://pgportal.gov.in>

**6) Stakeholders: service recipients/ citizen's/client's**

- i) All Citizen of India
- ii) Telecom subscribers including prospective and others
- iii) Walk-in customers in Sanchar Haats/ customer services centre(CSC's) available on [www.mtnlmumbai.in](http://www.mtnlmumbai.in)
- iv) Investors/ shareholders
- v) Any other not covered above

**7) Responsibility centers/ subordinate officers**

- i) Executive Director, MTNL, Mumbai([www.mtnlmumbai.in](http://www.mtnlmumbai.in)) assisted by PGMs & GMs

Providing wire line telecom services like Landlines, broad bands. Leased lines, FTTH as well as wireless services in license service area of Mumbai, Navi Mumbai and District Thane (partly)

Under ED, MTNL, Mumbai the responsibilities of Officers providing the services are further classified as detailed below:-

PGM (O &WS) Mumbai ( [www.mtnlmumbai.in](http://www.mtnlmumbai.in)) assisted by GMs ,CE(BW)& DGMs

- Providing wire line telecom services like Landlines, broad bands. Leased lines, FTTH services in the Licensed are of Mumbai ,Navi Mumbai and District Thane (partly)
- Providing wireless services like GSM, 3G, GPRS, etc, in license service area of Mumbai Navi Mumbai and District Thane (partly)

- ii) PGM(Dev) Mumbai ([www.mtnlmumbai.in](http://www.mtnlmumbai.in)) assisted by GMs, CE(BW) & DGMs

Responsible for Internal development of the company

### **8) Indicative Expectation from services recipients**

- i) Submit duly completed application forms in all respects with self attested photograph pasted on it signed across
- ii) Application Form is available on [www.mtnlmumbai.in](http://www.mtnlmumbai.in) website
- iii) Subscriber is to submit complete Application Form for getting Landline and Broadband connection with following document
  - a) Self attested Photograph
  - b) Self attested Proof of Identity
  - c) Self attested Proof of Address

### **Proof of Identity and Proof of Address**

1. Aadhar (UID) Card
2. Passport
3. Voter ID Card
4. Current passbook of Post Office/PSU Bank as Proof of Address, having photo as Proof of Identity &

Address.

5. Photo Identity Card having address of Central Govt./PSU or State Govt. /PSU only.
6. Certificate of address having photo, issued by MP/MLA/Group A Gazetted Officer in letter head.
7. Certificate of address with photo from Govt. Recognized educational institutions (for students only)
8. Pensioner's Card having Photo with address.
9. CGHS/ECHS Card
10. Address card with photo issued by Dept. of Post, Govt of India.
11. Caste & Domicile Certificate with Photo & Address issued by State Govt.
12. Freedom Fighter Card having Photo & Address
13. Certificate of address having photo issued by Village Panchayat head or equivalent authority.  
(For rural areas)
14. Kisan Passbook having Photo with Address.
15. Arms License

### **Proof of Address only**

In case above mentioned document does not contain your address, you must submit one of the following documents as Proof of Address

1. Water Bill (Not older than last 3 months)
2. Landline Telephone Bill (Not older than last 3 months)
3. Electricity Bill of State Company (Not older than last 3 months)
4. Income Tax assessment order(Not older than 1 year)



5. Vehicle registration certificate
6. Registered Sale/Lease agreement
7. Credit card statement (Not Older than last three Months)
8. Mobile Telephone bill of other service provider(Not Older than 3 Months)
- 9 Employer's letter on their letter head about residence proof for installation of Telephone
10. Business Documentary proof (if you are doing a business)
- 11 Leave & License Agreement without registration

**Note :** 1) In case of Aadhar & Passport as both document is accepted for proof of Identity and Address proof

1) Applicant has to approach for verification

9) Charter will be reviewed on annual basis for possible revision if any, based on the feedback received from various stakeholders

