

APPOINTMENT LETTER

To,

Mr. Ankit Bist

Subject: Appointment for Construction of 50 m Intermediate Lane Steel Truss Motor Bridge – Uttarkashi – Lambgaon – Ghansali – Tilwara Motor Road, Km 98 near Hanuman Temple, Block Bhilangana, District Tehri, Uttarakhand

Dear Mr. Ankit Bisht,

We are pleased to inform you that you have been selected for employment with M/s Doon Infrastructure for the project titled:

"Construction of 50 m Intermediate Lane Steel Truss Motor Bridge in Uttarkashi – Lambgaon – Ghansali – Tilwara Motor Road Km 98 near Hanuman Temple, Block Bhilangana, District Tehri, Uttarakhand."

Your appointment is effective from 1/10/2025 on the position of Social Expert (Designation). You will be posted at the project location mentioned above and shall work under the directions and reporting structure of project-in-charge / site management team.

Terms & Conditions of Employment

Working Hours: As per site requirement and instructions of site management.

You shall maintain discipline, safety compliance and follow all technical, administrative & labour policies of the company.

This appointment is specifically for the above project and may be extended to other company works based on mutual consent and performance evaluation.

Any breach of discipline, misconduct, safety negligence, or unsatisfactory performance may lead to termination without prior notice.

You shall not disclose confidential project / company data to any external party without written consent of the management.

For DOON INFRASTRUCTURE

PARTNER

CURRICULUM VITAE

1. PERSONAL DETAILS

Name: Ankit Bisht

Date of Birth: 20/12/1995

Gender: Male

Address: Sidoli, Chorara, Chamoli Gauchar

2. PROFESSIONAL SUMMARY

Social Expert with experience in community engagement, stakeholder consultations, grievance redressal, labour compliance, social impact assessment, gender action planning, and implementation of safeguard policies in infrastructure and development projects. Skilled in working with government agencies, project authorities, and communities to ensure socially responsible and inclusive project execution.

3. CORE COMPETENCIES / KEY SKILLS

- Social Impact Assessment (SIA)
 - Stakeholder & Community Consultation
 - Grievance Redressal Mechanism (GRM)
 - Labour & Gender Compliance
 - Monitoring & Evaluation (M&E)
 - Public Participation Programs
 - Resettlement & Rehabilitation (R&R)
 - Documentation & Reporting
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4. KEY RESPONSIBILITIES:

- Conducted community consultations at village and district levels.
- Identified and monitored social risks related to land, labour, and vulnerable groups.
- Implemented Social Management Plans (SMP).
- Managed and documented the Grievance Redressal Mechanism (GRM).
- Monitored contractor labour compliance, wages, and welfare measures.
- Conducted gender sensitisation and community awareness programs.

- Prepared monthly/quarterly social safeguard compliance reports.
- Coordinated with PIU, contractors, and government authorities.
- Assisted in preparation of RAP/ARAP and R&R activities.

5. EDUCATIONAL QUALIFICATIONS

Degree	Institution	Year	Specialisation
Master's (MSW/MA Sociology/Social Sciences)	DAV College	2018	Masters (Sociology)
Bachelor's Degree	DAV College	2016	Bachelors (Sciences)

7. PROJECT EXPERIENCE

Sr No.	Project Name	Company Name	Role	Duration	Responsibility
1	Construction and widening of NH 334A from km 95 to 100 including footpath construction	M/S KCR Construction Pvt Limited	Social Expert	2018-2020	Involving and engaging myself with the local communities and resolving their issues through a proper grievance redressal mechanism
2	Construction of 330 m length river bridge with PSC girder at Swan River in the state of Himachal Pradesh	M/S Bhullar Construction	Community Expert	2020-2023	Engaging with the contractor to develop construction friendly mechanism enabling engagement of community and smooth execution of project
3	Under CITIIS PROJECT, Construction and 5 year operation and maintenance of Child Friendly interventions on various roads of Dehradun city	M/S Doon Infrastructure	Social Expert	2023-till date	Experience in community engagement, stakeholder consultations, grievance redressal, social impact assessments (SIA), labour and gender compliance

8. COMPUTER & DOCUMENTATION SKILLS

- MS Word, Excel, PowerPoint
- Report Writing & MIS Documentation
- Survey Tools (Kobo, ODK – optional)

9. LANGUAGES KNOWN

- Hindi – Fluent
 - English – Medium Proficient
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10. PERSONAL ATTRIBUTES

- Strong communication and public dealing skills
 - Empathetic & community-friendly approach
 - Good conflict resolution capability
 - Ability to work in rural & remote areas
 - Dedicated and ethical
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11. DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge and belief.