



OFFICE OF RAIGANJ MUNICIPALITY

P.O.–Raiganj, Dist.–Uttar Dinajpur.

Chairperson: Fax: 03523- 242542. ☎: 03523- 242542

Memo. No. 409/PWD-II/EMP/RM/2024-25

Date. 10/03/2025

Notice

Applications are hereby invited from the all L.B.S.s (License Building Surveyor) Class-I & II, for empanelment, renewal & up-gradation of their consultant licenses of the Raiganj Municipality for 2025-2026 session.

1. Last date of application : 20.03.2025 up to 5.00 p.m.
2. **For new Empanelment as L.B.S:-** Date of publication for list of the short listed applicants to be called for document verification & walk in interview : Will be notified later.
3. Last date for deposition of the new empanelment, up-gradation & Renewal Fees (within office hours) : Will be notified later
4. **Application fees:-**

SL. NO.	PURPOSE	TYPE OF CONSULTANT LICENSE	FEES
i.	NEW EMPANELMENT	L.B.S. (License Building Surveyor) Class-I	Rs. 12,000.00/-
ii.		L.B.S. (License Building Surveyor) Class-II	Rs. 10,000.00/-
iii.	UP GRADATION FEES	L.B.S. Class-II to L.B.S. Class-I	Rs. 12,000.00/-
iv.	RENEWAL FEES	L.B.S. (License Building Surveyor) Class-I	Rs. 8,000.00/-
v.		L.B.S. (License Building Surveyor) Class-II	Rs. 7,000.00/-

5. NOMENCLATURE OF THE TECHNICAL PERSONALS EMPANELMENT AS PER W.B.M.B.R., 2007 & ITS LATEST AMENDMENTS:-

SL. NO.	TYPE OF LICENSE	MINIMUM REQUIRED QUALIFICATION FOR NEW EMPANELMENT
i)	L.B.S.- I	A bachelor's degree in Civil/Construction Engineering from a Government recognized university or an equivalent Engineering Qualification recognized by the Government and shall have not less than 5(Five) years' experience in planning, design and execution of building works including sanitary and plumbing works related to building in area other than Municipalities in hill area, or A Diploma in Civil Engineering or Architecture from a Government recognized university or an equivalent Engineering Qualification recognized by the Government and shall have not less than 10(Ten) years' experience in planning, design and execution of building works including sanitary and plumbing works related to building in area other than Municipalities in hill area.
ii)	L.B.S.- II	A bachelor's degree in Civil/Construction Engineering from a Government recognized university or an equivalent Engineering Qualification recognized by the Government and shall have not less than 2(Two) years' experience in planning, design and execution of building works including sanitary and plumbing works related to building in area other than Municipalities in hill area, or A Diploma in Civil Engineering from a Government recognized university or an equivalent Engineering Qualification recognized by the Government and shall have not less than 5(Five) years' experience in planning, design and execution of building works including sanitary and plumbing works related to building in area other than Municipalities in hill area.

6. DOCUMENTS REQUIRED:-

SL. NO.	PURPOSE	DOCUMENTS NEEDED
i.	NEW EMPANELMENT AS LBS -I & II	a) Address proof, b) Aadhaar, c) Educational qualification details, d) Proof of experience. Applicant should also email a recent good quality passport size photograph & Full Signature both in JPEG format to " raiganjmunicipalityobpas@gmail.com ".
ii.	UP GRADATION FROM L.B.S-II TO L.B.S-I	a) Aadhaar, b) Educational qualification details, d) Proof of experience, e) Valid L.B.S – II license. Applicant should also email a recent good quality passport size photograph & full Signature both in JPEG format to " raiganjmunicipalityobpas@gmail.com ".
iii.	RENEWAL AS LBS -I & II	a) Valid latest L.B.S – I / II license. Applicant should also email a recent good quality passport size photograph & Full Signature both in JPEG format to " raiganjmunicipalityobpas@gmail.com ".

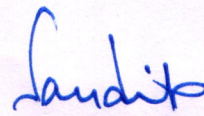
7. Application Procedure:-

Applicants must submit their application in the prescribed format along with the relevant annexure— **Annexure-I** for new empanelment, **Annexure-II** for up gradation, or **Annexure-III** for renewal—along with all necessary documents as mentioned in **Sl. No. 6**. The application should be submitted **offline** on or before the specified deadline mentioned in sl.no. 1. In case of **online submission** via the Municipal email "raiganjmunicipalityobpas@gmail.com", a **hard copy** must also be submitted within the stipulated timeframe to ensure compliance with the application process. All supportive documents should be self-attested by the applicant.

Additionally, consultants are requested to fill out the applicable annexure in **MS Word**, affix their **e-Sign**, and email the **PDF version** to raiganjmunicipalityobpas@gmail.com from their **dedicated/registered email**. The email should also include a **recent, good-quality passport-size photograph** and a **full signature in JPEG format**, which will be used for the **consultant license**.

8. Terms & Condition:-

- 1) Application should be submitted by following the application procedure as mentioned in sl.no. 7.
- 2) In case of delay in renewal, penalty / late fines will be levied as decided by the Authority.
- 3) Notice, application format and Annexure can be downloaded from Municipal website www.raiganjmunicipality.com. Consultants can also email at raiganjmunicipalityobpas@gmail.com & collect the same.
- 4) For any further queries or any required corrections, Consultants can contact with PWD-II Section of Raiganj Municipality (Contact no.- 9733066777) during office hours.

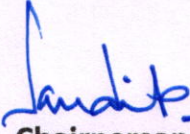

Chairperson 10/3/25

Board of Administrators
Raiganj Municipality

10/3/25

Copy forwarded for information and taking necessary action to:-

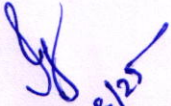
1. The District Magistrate, Uttar Dinajpur, Karnajora, Raiganj, Uttar Dinajpur.
2. The Executive Engineer, Dinajpur Division, M.E.Dte.
3. Sri Arindam Sarkar, Vice-Chairperson, B.O.A., Raiganj Municipality.
4. Sri Sadhan Kr Barman, Member, B.O.A., Raiganj Municipality.
5. Sri Pradip Kalyani, Member, B.O.A., Raiganj Municipality.
6. The Executive Officer, Raiganj Municipality.
7. The Finance Officer, Raiganj Municipality.
8. The Office Head Clerk, Raiganj Municipality.
9. The Accountant, Raiganj Municipality.
10. The Cashier, Raiganj Municipality.
11. Office Notice Board, Raiganj Municipality for wide circulation.
12. IT coordinator, Raiganj Municipality to upload the notice at Office Website www.raiganjmunicipality.com


Chairperson 10/3/25

Board of Administrators

Raiganj Municipality

10/3/25


11/03/25

[APPLICATION FORMAT]

To
The Chairperson,
Board of Administrator,
Raiganj Municipality,

Date:-

Subject: Application for [New Empanelment/Renewal/Up gradation] as [LBS- I / II].

Respected Sir,

I, _____ [name] _____, son/daughter/Wife of _____,
residing at [Address], hereby submit my application for [New
Empanelment/Renewal/Up gradation] as [LBS I / II] under Raiganj Municipality.

I sincerely request you to kindly consider my application and grant the necessary approval at your earliest convenience. I would be grateful for any guidance or further instructions regarding the process.

Thank you for kind consideration.

Documents Enclosed:
[List of Documents]

Yours sincerely,
[Name]
[C/O-]
[Designation (Whichever applicable)]
[Contact Details:- mobile &email]
Existing License No. (If applicable)

ANNEXURE-I

FOR NEW EMPANELMENT AS i. LBS -I & ii. LBS -II UNDER RAIGANJ MUNICIPALITY.

APPLIED FOR: - (Mention type of license)

Notice No. 409/PWD-II/EMP/RM/2024-25

Date- 10/03/2025

1	Name of the Applicant				
2	Address in full				
3	Son/Daughter/Wife of				
4	Email ID (will be dedicated to OBPAS)				
5	Contact Number (will be dedicated to OBPAS)				
6	Aadhar Number				
7	Academic Qualification (if needed, can add row below) (copies of mark sheet/certificate to be attached for each of examination or degree from Graduation onwards)	Sl. No.	Name of University examination /Degree acquired	Year of passing	Score
9	Past Experience in planning, design and execution of building works including sanitary and plumbing work related to building in area other than the Municipalities in heel area:- (if needed, can add row below) (For new empanelment as L.B.S-I&II, Original documents will be verified at the time of walk-in-interview).				
	Sl. No.	Duration of work (from-to)	Total experience (in years & month)	Name of Project / Job / Assignments	Project details / Specific role in job or assignment
	a)				
	b)				
c)					
10	Basic knowledge in computer & Proficiency in AutoCAD:-				
I certify that, All the above statements with enclosures mentioned here in above, are true to the best of my knowledge and I agree to accept the cancellation of my candidature, at any time, if found false in my statements, mentioned herein above.					

Date:-

Place: -

Full e-Sign

- Note:-**
- i. Consultants are requested to fill out the applicable annexure in **MS Word**, affix their **e-Sign**, and email the **PDF version** to Municipal email "raiganjmunicipalityobpas@gmail.com" through Consultant's dedicated / registered email. The email should also include a **recent, good-quality passport-size photograph** and a **full signature in JPEG format**, which will be used for the **consultant license**.
 - ii. Hardcopy of Annexure should be submitted along with application.
 - iii. For any further query or correction in above format consultant can contact at PWD-II Section of Raiganj Municipality (M - 9733066777) can during office hours.

ANNEXURE-II

APPLICATION FOR UP GRADATION FROM L.B.S-II TO L.B.S-I UNDER RAIGANJ MUNICIPALITY.

Notice No. 409/PWD-II/EMP/RM/2024-25

Date- 10/03/2025

1	Name of the Applicant				
2	Address in full				
3	Son/Daughter/Wife of				
4	Email ID (registered to OBPAS)				
5	Contact Number (registered to OBPAS)				
6	Aadhar Number				
7	Latest Valid L.B.S-II license details & valid up to				
8	Past Experience in planning, design and execution of building works including sanitary and plumbing work related to building in area other than the Municipalities in heel area: (if needed, can add row below).				
	Sl. No.	Duration of work (from-to)	Total experience (in years)	Name of Project / Job / Assignments	Project details / Specific role in job or assignment
	a)				
	b)				
	c)				
	I certify that, All the above statements with enclosures mentioned here in above, are true to the best of my knowledge and I agree to accept the cancellation of my candidature, at any time, if found false in my statements, mentioned herein above.				

Date:-

Place: -

Full e-Sign

- Note:-** i. Consultants are requested to fill out the applicable annexure in **MS Word**, affix their **e-Sign**, and email the **PDF version** to Municipal email "raiganjmunICIPALITYobpas@gmail.com" through Consultant's dedicated / registered email. The email should also include a **recent, good-quality passport-size photograph** and a **full signature in JPEG format**, which will be used for the **consultant license**.
- ii. Hardcopy of Annexure should be submitted along with application.
- iii. For any further query or correction in above format consultant can contact at PWD-II Section of Raiganj Municipality (M - 9733066777) can during office hours.

ANNEXURE-III

**APPLICATION FOR RENEWAL AS i) LBS -I & ii) LBS –II
UNDER RAIGANJ MUNICIPALITY.**

RENEW AS: - (Mention type of license)

Notice No. 409/PWD-II/EMP/RM/2024-25

Date- 10/03/2025

1	Name of the Applicant	
2	Address in full (Address proof to be attached)	
3	Son/Daughter/Wife of	
4	Email ID (Registered to OBPAS)	
5	Contact Number (Registered to OBPAS)	
6	Aadhar Number	
7	Latest valid license details & valid up to	
	I certify that, All the above statements with enclosures mentioned hereinabove, are true to the best of my knowledge and I agree to accept the cancellation of my candidature, at any time, if found false in my statements, mentioned herein above.	

Date:-

Place:-

Full e-Sign

- Note:-** i. Consultants are requested to fill out the applicable annexure in **MS Word**, affix their **e-Sign**, and email the **PDF version** to Municipal email "raiganjmunICIPALITYobpas@gmail.com" through Consultant's dedicated / registered email. The email should also include a **recent, good-quality passport-size photograph** and a **full signature in JPEG format**, which will be used for the **consultant license**.
- ii. Hardcopy of Annexure should be submitted along with application.
- iii. For any further query or correction in above format consultant can contact at PWD-II Section of Raiganj Municipality (M - 9733066777) can during office hours.