



# OFFICE OF RAIGANJ MUNICIPALITY

P.O.-Raiganj, Dist.-Uttar Dinajpur.

Administrator: Fax: 03523- 242542. ☎: 03523- 242542

Memo. No. 563/PWD-II/EMP/RM/2025-26

Date. 21/01/2026

## Notice

Applications are hereby invited from the all L.B.S.s(License Building Surveyor) Class-I&II, for renewal & up-gradation of their consultant licenses of the Raiganj Municipality for 2026-2027 session.

1. Last date of application	: 02.02.2026 up to 5.00 p.m.
2. Date for deposition of up-gradation & Renewal Fees	: On or before 10.02.2026 up to 3:00 p.m.
3. Application fees: -	

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

### 4. 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.

### 5. DOCUMENTS REQUIRED: -

SL. NO.	PURPOSE	DOCUMENTS NEEDED
i.	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 recent passport-size photograph along with full and initial signatures both in JPEG/PNG

ii.	RENEWAL AS LBS -I & II	a) Valid latest L.B.S – I / II license. Applicant should also email a recent good-quality recent passport-size photograph along with full and initial signatures both in JPEG/PNG format to " <a href="mailto:raiganjmunicipalityobpas@gmail.com">raiganjmunicipalityobpas@gmail.com</a> ".
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## **6. Application Procedure: -**

Applicants are requested to submit their applications through either Offline mode or Online mode, as prescribed as stated below.

- **Offline Mode: -**

Applicants shall submit the application in the prescribed format along with the relevant annexure—**Annexure-I for upgradation** or **Annexure-II for renewal**—and all necessary documents as mentioned in Sl. No. 5. The complete application must be submitted offline on or before the deadline specified in Sl. No. 1. All supporting documents shall be self-attested by the applicant.

- **Online Mode: -**

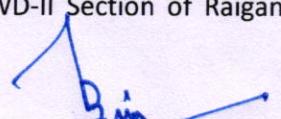
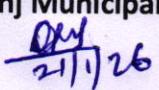
Applicants opting for online submission shall email the duly filled application along with the relevant annexure—Annexure-I for upgradation or Annexure-II for renewal—and all required documents (as per Sl. No. 5) to the Municipal email ID:[raiganjmunicipalityobpas@gmail.com](mailto:raiganjmunicipalityobpas@gmail.com) The application and documents must be submitted on or before the stipulated deadline. All supporting documents shall be self-attested.

**Additionally, all consultants are required to: -**

Recent, good-quality recent passport-size photograph along with full and initial signatures in JPEG/PNG format shall be submitted through email from the consultant's dedicated/registered email ID for issuance of the consultant licence.

## **7. Terms & Condition: -**

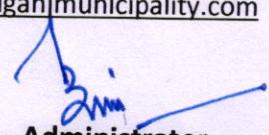
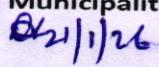
- 1) Application should be submitted by following the application procedure as mentioned in sl.no. 6.
- 2) In case of delay in renewal, penalty / late fines will be levied as decided by the Authority.
- 3) The Notice, prescribed application format, and relevant Annexure may be downloaded from the official Municipal website at [www.raiganjmunicipality.com](http://www.raiganjmunicipality.com) . The same may also be obtained by submitting a request through email at [raiganjmunicipalityobpas@gmail.com](mailto:raiganjmunicipalityobpas@gmail.com) or collected from the Municipal Office Notice Board.
- 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.

  
**Administrator**  
**Raiganj Municipality**  
**Date.** 

## **Memo. No.**

### **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. The Executive Officer, Raiganj Municipality.
4. The Finance Officer, Raiganj Municipality.
5. The Office Head Clerk, Raiganj Municipality.
6. The Accountant, Raiganj Municipality.
7. The Cashier, Raiganj Municipality.
8. Office Notice Board, Raiganj Municipality for wide circulation.
9. IT coordinator, Raiganj Municipality to upload the notice at Office Website [www.raiganjmunicipality.com](http://www.raiganjmunicipality.com)

  
**Administrator**  
**Raiganj Municipality**  


## **ANNEXURE-I**

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

**Notice No.**

**Date.**

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 -Sign

## APPLICATION FORMAT

To,  
The Administrator,  
Raiganj Municipality, Date: -

Subject: Application for Renewal/Up gradation as LBS- I / III.

Respected Sir,

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-II**

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

**RENEW AS: - (Mention type of license)**

**Notice No.**

**Date.**

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 ♦-Sign**