

# How to submit online query using CAPART online System

Open website <http://capartols.nic.in>

Click on Online Correspondence

Click on [Are you making correspondence on the subject for the first time](#)

Following screen will open:

The image shows two screenshots of the CAPART online system. The top screenshot displays the 'Online Correspondence' page with a red mailbox icon and three links: 'Are you a GENERAL CITIZEN', 'Are you a NGO/VO', and 'Are you a MONITOR'. A callout box points to the 'Are you a GENERAL CITIZEN' link with the text: 'On clicking "are you General citizen" user will get the input query screen.' The bottom screenshot shows the 'Post Query' form with the following fields and options:

**Post Query**  
1. Fill in all the fields that are marked as \*  
2. Please send signed hard copy of your correspondence.  
3. Please note the reference no. for tracking the status of your query.

Full Name*	CAPART	Date of Registration*	3 December 2003	Email*	capart@caparthq.delhi.nic.in
<b>Contact Details</b>					
Address*	alhkusdiweutgfelrgh rough	State	-- Select State --	District	-- Select District --
City	-- Select City --	Pin Code		Landline	011-2345367
Mobile					
<b>Query Details</b>					
Is this a project related query?	Yes <input type="radio"/> No <input checked="" type="radio"/>				
Subject*		Description*		Sent To*	-- Select Sent To --
Category*	-- Select Category --				
Covering Letter	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove File"/>		
Annexure 1	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove File"/>		
Annexure 2	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove File"/>		
Annexure 3	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove File"/>		
Annexure 4	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove File"/>		

\*Indicates mandatory

After filling up above details user will click the submit button.

After clicking the submit button following screen will appear.

**Query Detail**

File Number	
Full Name	NABARD CONSULTANCY SERVICES PVT. LTD.
Date of Birth	15/07/1990
Email*	DELHI@NABARD.ORG
<b>Contact Details</b>	
Address*	ZONAL OFFICE,NABARD TOWER,24 RAJENDRA PALACE,NEW DELHI
<b>Query Details</b>	
Subject	testing
Description	testing
Sent To	Shachi Uppal - (ITD)
Category	General
Covering Letter	<a href="#">sun two processor server.pdf</a>
Annexure 1	
Annexure 2	
Annexure 3	
Annexure 4	
Do you want this information to be available on CAPART website (Y/N)	Yes
<input type="text" value="1234567890"/>	<input type="text"/>
*Indicates mandatory	
Do you want to edit the details?	<input type="radio"/> Yes <input checked="" type="radio"/> No

If user wants to make any change at this point, click 'Yes' against *Do you want to edit the details ?*, make required changes.

Once user is sure that the information entered is correct then user need to enter "CODE" appear in the black box. then finally click on 'No'. After this system will generate the reference number.

This reference number can be used for future correspondence and to track the status.