Self-Enumeration for Phase -I of Census 2027
User Guide

Introduction

Self-Enumeration (SE) is a process in Census in which residents fill and submit their household data online. The SE portal will remain open for 15 days prior to the start of House to House Houselisting Operations (HLO) by the Enumerator as per specific period notified by State/UT. Opening date and active period will be displayed in the portal. The process may take approximately 15-20 minutes and after successful submission, a unique Self-Enumeration ID (SE ID) will be generated.

Step 1: Access and Initial Login

- **Portal:** Access the portal at **https://se.census.gov.in**.
- **Initial Selection:** Select your State/UT from the dropdown and enter the Captcha to proceed.
  - o **Device Tip:** *Using a laptop or desktop is recommended for better visibility when marking your house on the digital map.*

Step 2: Household Registration

- **Head of Household:** Enter the name of the Head of Household. A tooltip is provided beside this field to help you understand who should be considered the Head of the Household.
  - o **Important:** *This name cannot be changed once registered.*
- **Mobile Registration:** Enter mobile number of any member of the household. Only one mobile number should be used per household, and the same cannot be used for any other household.
- **Email (Optional):** You may also provide an Email Id to receive your Self-Enumeration ID (SE ID) through email.

Step 3: Language Selection and OTP Verification

- **Language Preference:** Select your preferred language.
  - o **Important:** *Selected language cannot be changed afterwards.*
- **OTP Verification:** Enter the One-Time Password (OTP) sent to your registered mobile number to verify and continue.
  - o **Tip:** *Ensure your phone has proper network connectivity to receive the OTP.*

Step 4: Providing Location Details of Your Residence

- **Location Entry:** Select your District and enter your PIN (Optional) and then enter name of your Village/Town, Locality, nearby landmark. Click "Search".

Step 5: Locating your Residence on Map

- **Interactive Mapping:** A map will appear with a red marker. Drag this marker exactly on the residence to identify the exact location of the residential building. Click "Save & Next". A confirmation message will appear for validating the location information.

○ **Purpose:** *This will help in assigning the SE data to specific Houselisting Block (HLB) for confirmation by Enumerator during house to house visit.*

Step 6: Completing the Questionnaire

- **Data Entry**: Fill in the Houselisting and Housing Census questionnaire.
- **Guidance Tools:** Use the Notes (below questions), "Tooltips" and the "FAQs" for help with specific questions.
- **Uniformity:** The questionnaire is identical to the one used by enumerators. Certain details such as Building Number, Census House Number, Use of Census House, and Household Number are recorded separately by the Enumerator during her/his field visit.
- **Navigation:** The system requires you to complete the current screen before moving forward, though you can go back to edit previous entries at any time.

Step 7: Review of entered data

- **Preview:** Use the Preview screen to check all entered data section-wise. Editing the data is possible at this Stage.
- **Save as Draft:** You can save the information as a draft to finalise and submit before the last date.

Step 8: Final Submission

- **Locking Data:** Click "Final Submit" once you are satisfied. No further changes or edits can be made after this action, except by the Enumerator.
- **Submission Deadline:** The last date of submission will be displayed as a marquee in all pages. If not finally submitted before the State/UTs closing date, the Self-Enumeration will not be considered complete.
- **Generation of ID:** Upon successful submission, a unique 11-digit SE ID (prefixed with "H") is generated and displayed. The SE ID is also sent via SMS and Email (if provided). It is recommended to take a screenshot and note it down.
- **Retrieving SE ID:** Provision to retrieve SE ID at a later date from portal through registered mobile number is available.

Step 9: Field Validation

- **Enumerator Visit:** When a Census Enumerator visits your home, share your SE ID with her/him.
- **ID Matching:**
  ○ If the SE ID matches with any of the SE IDs present on the Enumerator's mobile, your SE data is confirmed, accepted and submitted.
  ○ In case SE ID do not match, the Enumerator will collect your household data afresh.