Census 2027 – Population Enumeration
User Guide for Self-Enumeration

Introduction

Self-Enumeration (SE) is a process in the Census through which residents have the option to fill in and submit their Population Enumeration (PE) data online. SE should be done only at the location of household where the person resides. If the household has more than one house at different locations, even then it has to be done at only one location where the household normally resides. The SE portal will remain open for 15 days just before the period of house -to-house Population Enumeration as per the notified period for the State/UT. For the States of Uttar Pradesh, Punjab, Goa and non-snowbound areas of Uttarakhand the SE portal will remain open from *16th November to 30th November, 2026*, while for other States/UTs (except Ladakh) the period will be notified subsequently. Opening date and active period of SE will be displayed on the portal. The process may take about 45 minutes for a 5-member household. It is requested to go through the Questionnaire provided on the landing page of the portal and keep the necessary information ready before doing Self-Enumeration. After successful submission, a unique 11-digit Self-Enumeration ID (SE ID) prefixed by **"P"** will be generated.

Step 1: Access and Initial Login

- **Portal:** Access the portal at ***https://se.census.gov.in*** through Laptop/Desktop/Mobile Device
    - ***Device Tip*:** *Using a laptop or desktop is recommended for better visibility.*
- **Address for Self-Enumeration:** Self-Enumeration (SE) should be done only at the location of household where the person resides.
- **Helpful Tools Available on the Portal:** The portal provides the Flowchart, PE Questions, FAQs, Chatbot, Tooltips, SE Tutorial videos and validation checks to facilitate Self-Enumeration (SE) through step-by-step guidance, questionnaire reference, clarification of queries and accurate data entry.
- **Initial Selection:** Select your State/UT from the dropdown to proceed.
- **Language Preference:** Select your preferred language out of 16 available languages in the dropdown.
    - **Important**: *Selected language cannot be changed afterwards.*
- **Support and Assistance:** The footer prominently displays the Helpline number **1855**, WhatsApp number **1800-180-1855**, for assistance and support during SE and also links to Social Media handles.
- **Virtual Assistant Support:** The 'Pragati' Virtual Assistant and WhatsApp support are also available on the portal to address queries through text and voice.
- **Important Information:** Please read the information displayed on the screen carefully. Hyperlinks are provided for additional guidance to help complete Self-Enumeration smoothly and accurately. Check the box labelled 'I Understand' and then click 'Continue'.

Step 2: Mobile No. Registration and OTP Verification

- **Mobile Registration:** It is preferable to use the same Mobile Number as used in First Phase for easy assignment of SE ID to the Enumerator concerned. If the Mobile Number is not matched at the first instance, you may try with any available mobile number with the household.
- **Captcha Verification:** Enter the Captcha displayed on the screen. The audio option can be used to listen to the Captcha.
- **Verify and Proceed:** After entering the required details, click "*Verify and Proceed*" to continue.
- **OTP Verification:** Enter the One-Time Password (OTP) sent to your registered Mobile Number, then click "*Verify OTP*" to continue.

Step 3: Location Verification & Household Registration

- If the Mobile Number entered matches with the number provided during the 1st phase (HLO) of Census 2027, then pop-up displaying the location details (Village/Town, Ward, Sub-District, District and State/UT) of the household during HLO phase will appear and confirmation will be sought on whether the person is currently residing at this displayed place
    - If "*Yes*" is selected, then the page for filling up 'Basic Information' will open
    - If "***No***" is selected, then the page for filling up 'Basic Information' will open only after marking location in the map interface.

- If the Mobile Number entered does not match with the Number provided during HLO phase, then a following pop-up message will come:

  "***Mobile Number Mismatch****: The mobile number entered does not match with the mobile number given during the first phase of the Census. Would you like to proceed with this number or enter a different one?"*

    - Click ***'Enter Another Mobile Number'*** to enter with a different Mobile Number

      OR
    - Click ***'Proceed'*** to continue with the same Mobile Number.

Step 4: Providing Location Details of your Residence

A pop-up prompts the user to read the instructions for using the Map interface to locate the residence. In the map-interface:

Location Entry: Select District, Sub-district and Village/Town. Then

The following message will appear: *"Are you doing SE through a mobile device at your residence and agree to use mobile location?"*

- **If 'Yes, Fetch Location' is selected:** The map marker will point to the latitude and longitude fetched from the Mobile device. The marker can be adjusted, if required, for marking the exact/near exact location of residence.
- **If 'No, Mark location in map' is selected:** The Village/Town/Locality/Hamlet /Landmark field will be enabled. Enter the name of the relevant location, and matching locations will appear in a dropdown list. Select the option nearest to your residence.

    - A map appears with a red marker placed on the location chosen from the dropdown. Adjust the map to place the red marker on the exact/near exact location of residence. If the marker is already on your house, still move it slightly and bring it on your house or near to your house again. While doing on mobile, use two fingers to zoom and move the map for placing the red location marker on your house or near your house.

- A text box indicating the Latitude and Longitude of the residence appears for confirmation. In case of any change required, click on '*Reset*' placed next to the location entry. Else, click on "*Confirm location and Proceed*" at the end of the screen to proceed.

- **Confirmation:** A popup displaying the entered details consisting of State/UT, District, Sub-district, Village/Town name and your residential location with Latitude and Longitude is displayed for final confirmation before submission of the location details. Click on "*Confirm*" to continue with the selected location and "*Cancel*" for changes, if any.

Purpose: This will help in assigning your SE data to specific Enumeration Block (EB) for confirmation by the Enumerator during her/his house-to-house visit.

Note*: This screen shall be displayed only to those households whose mobile number are not matched with the number provided during first phase (HLO) or the residence has been changed after HLO.*

Step 5: Completing the Questionnaire

Fill in the Population Enumeration questionnaire for Census 2027. Use "Tooltip" provided for the questions and also "FAQ" for help in filling up questions.

- **Basic Information:** Question Nos. 1–6 of all members of the household are to be filled one by one. Once the basic information for all the members is filled, the name and relationship details appear in the summary card on the right-side panel. Click on "*Go to dashboard for filling Questions 7 to 40*" to proceed further. Pop-up appears as **"***Confirm Navigation- Are you sure you want to go to the dashboard? Any unsaved form data may be lost ".* Select *"Yes, continue"* to go to the dashboard and Select *"Cancel"* to revise any filled-in data.
- **Dashboard:** The dashboard allows you to select a household member from the "*Select Member to View*" drop-down list for whom the remaining questions are to be

completed. By default, the Head of the Household is selected in the member view. It displays the progress of the selected member's Self-Enumeration, enabling you to view completed and pending sections, update basic information and continue the enumeration process from where you left last time.

- **General Information:** Shows all household members and gives a quick summary of the members, draft entries and gender-wise count of all persons. It also allows respondents to add new household members by using the "*Add Member*" Tab.
- **Member Details:** Household members can be selected from the dropdown menu "*Select members to view*". For the selected member, basic information can be edited if required; otherwise, you may proceed to complete remaining sections of the Population Enumeration questionnaire. The status of each section showing whether it is pending, in progress or completed is marked through colour coding.
- **Save Member Details:** After completing all the questions for a member, the "*Save Member Details"* button is displayed. Clicking this button saves the data entered for the particular member.
- **Review & Submit:** After completing the details of all household members, respondents should review the information for each member and then submit the household data using the "*Review & Submit Household*" button.

Note: *You may logout/exit at any point of time. Data filled in for a completed section will remain saved in the system. You may resume filling out information in the remaining sections by logging in again and submit before the scheduled closure of SE period.*

Step 6: Household Review and Submission

- **Household member to Review:** Select each of the household member from *"Select Household Member to Review"* dropdown and review the data of the respective member by clicking the corresponding tab.
- **Submit Household Data:** If you are satisfied with the filled in data for all the members, you can proceed for final submission of the household data by clicking "*Submit Household*". Then a confirmation message will appear stating: "*Are you sure you want to finally submit your household data? You will not be able to edit it afterwards. If needed, the enumerator can update your Self-enumerated data during their visit with your consent"* with options *"Submit Later"* and *"Submit"*. If *"Submit Later"* is clicked then the system will take you to the Review Screen. If *"Submit"* is clicked the data will be finally submitted.

    - You will not be able to edit the filled in information once data is submitted. If needed, the Enumerator can update your Self-enumerated data during her/his visit with your consent.

- **Submission Deadline:** The last date of submission will be displayed as a scrolling message on the first page. If not finally submitted before the closing date, the Self-Enumeration will not be considered complete.
- **Generation of SE ID:** Upon successful submission, a unique 11-digit SE ID (prefixed with **"P"**) is generated and displayed after successful completion of SE. The SE ID is

also sent via SMS on the registered Mobile Number. It is recommended to take a screenshot and note it down and also share with all household members so that any household member present can provide it to the Enumerator upon her/his house-to-house visit.

- **Retrieving SE ID:** Provision to retrieve SE ID at a later date from portal through registered Mobile Number is also available.

Step 7: Field Validation

When a Census Enumerator visits your house, provide your SE ID to her/him.

- **ID Matching:**
    - The SE ID provided will be matched with the SE IDs already available with the Enumerator's mobile. If not matched, the Enumerator will try to match online with the SE ID database of the State/UT.
    - If matched, your SE data will be confirmed, accepted and submitted with your signature and that of the Enumerator.
    - In case SE ID does not match, the Enumerator will collect data for all the members for your household afresh.

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