

COLLECTORATE : NABARANGPUR
(G & M SECTION)

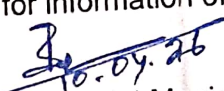
Memo No. 4590 /2026

Date. 10 .04.2026

Copy of Letter No.14032 dated. 04.04.2026 along with user Guide of Additional Chief Secretary to Govt. R & DM Deptt., Odisha, Bhubaneswar forwarded to the All the DLOs in the District / All the BDOs /All the Tahasildars/All the CDPOs/All the Deputy Collectors & Assistant Collectors, Collectorate , Nabarangpur for information and necessary action. They are requested to Promote/encourage their Sub Ordinate Staff as well as General Public for Self Enumeration .

Copy forwarded to DeGM with a request to Hoist the same in District Website .

Copy to PA to Collector, Nabarangpur for information of the Collector, Nabarangpur.


10.04.26
Additional District Magistrate(Revenue)
Nabarangpur



Census Urgent / By e-Mail

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

No. RDM-Census-CENSUS-0003-2025- 14032 IR&DM, dated 04 APR 2026

From
Dr. Arabinda Kumar Padhee, IAS
Additional Chief Secretary to Government

To
Additional Chief Secretaries / Principal Secretaries /
Commissioner-cum- Secretaries of all Department/
All Heads of Department / All Collectors / All Municipal Commissioners/
MDs of all PSUs under State Government

Subject: Promotion of Self-Enumeration for Census of India 2027

Madam / Sir,

As you are aware, the Census of India 2027 has commenced in full swing. The State Government has already notified, vide order dated 20.01.2026, that the first phase of Census 2027, i.e., Houselisting and Housing Census, will be conducted in the State of Odisha from 16th April 2026 to 15th May 2026. During this phase, data on housing conditions, household amenities, and assets possessed by households will be collected.

The Census 2027 is being conducted through digital means, with a provision for Self-Enumeration (SE). The Self-Enumeration window is open for a period of 15 days, from 1st April 2026 to 15th April 2026, prior to the commencement of the Houselisting and Housing Census.

In alignment with the Government's commitment to Digital India initiatives, Census 2027 leverages extensive digital technology to enhance the quality, efficiency, and timeliness of data collection and dissemination. The Self-Enumeration facility is available to the general public through a dedicated web portal (<http://se.census.gov.in>), which will remain open during the aforesaid period.

Self-Enumeration provides a secure and convenient mode of participation, enabling households to furnish their details at their convenience. Any adult member of the household may complete the Self-Enumeration process in approximately 15-20 minutes and obtain a Self-Enumeration ID (SE ID) via mobile or email. During the enumerator's visit, the SE ID is to be shared for verification and final submission of the data.

To facilitate smooth participation, a user guide outlining the step-by-step process for completing Self-Enumeration through the SE portal is enclosed for ready reference.

You are, therefore, requested to encourage all officials, working under your Department, including those in attached offices and affiliated organizations, to undertake Self-Enumeration for the first phase of Census 2027 during the period from 1st April 2026 to 15th April 2026.

RDM-Census-CENSUS-0003-2025/01/2026



Your participation in Self-Enumeration will not only set a commendable example but also promote wider public adoption, thereby contributing significantly to the efficient, transparent, and technology-driven conduct of this important national exercise.

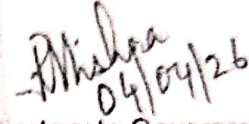
Yours faithfully,



Additional Chief Secretary

Memo No. 14033/R & DM, Dt. 04 APR 2026

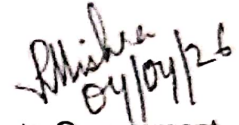
Copy forwarded to the PS to Home Secretary, Government of India, Kartavya Bhawan-3, New Delhi for kind information.



Additional Secretary to Government

Memo No. 14034/R & DM, Dt. 04 APR 2026

Copy forwarded to the Director of Census Operations, Odisha, Janpath, Unit-IX, Bhubaneswar-751022 for kind information and necessary action.

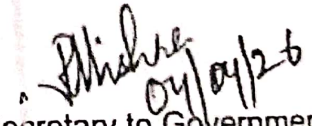


Additional Secretary to Government

Memo No. 14035/R & DM, Dt. 04 APR 2026

Copy forwarded to the Additional Secretary to Government (I/c of OE Branch), Revenue and DM Department for information and necessary action.

She is requested to encourage all officers and staff of this Department to Self-Enumerate for the 1st phase of Census 2027 i.e., House listing and Housing Census during the scheduled period.



Additional Secretary to Government

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.
 - **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.
 - **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.
 - **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.
 - **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.

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1**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.

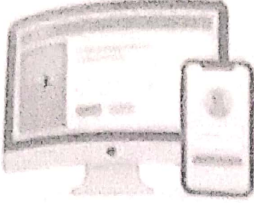
Step 8: Final Submission

- **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.

Self-Enumeration Flow Chart



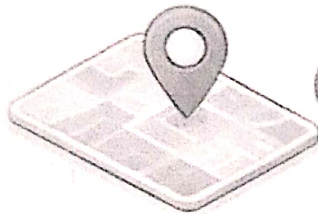
**SECTION 1:
ACCESS AND INITIAL
REGISTRATION**

1 Portal Access & Login
Visit <https://se.census.gov.in>, select State/UT, enter Captcha.

2 Household Registration
Enter Head of Household Name, 10-digit Mobile Number, Email Id (Optional)

- ! Name of Head of Household can not be changed later
- ! Only one Mobile Number should be used per household; once registered, the same cannot be used for any other household.

**SECTION 2:
VERIFICATION
AND LOCATION
IDENTIFICATION**



3 Language & OTP Verification
Select preferred language and enter OTP sent to registered mobile number.

- ! Selected Language cannot be changed later

4 Provide Location Details
Select District and enter PIN, Village/Town/Locality.

5 Locate Your Residence on Map
Drag the Red Marker on the map to identify your exact residential building and confirm location.

**SECTION 3:
DATA ENTRY AND
FINAL SUBMISSION**

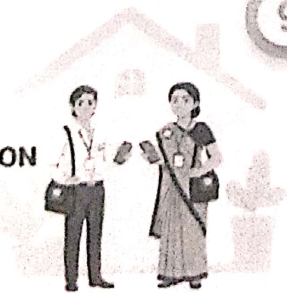
6 Complete the Questionnaire
Fill in the Houselisting and Housing Census Questionnaire guided by Tooltips, FAQs and "Essential Information" notes.

7 Preview and Review
Use the Preview Screen to check all entered data; you can edit entries, save a draft to submit later, or submit finally.

8 Final Submission
Click "Final Submit" to lock your data; no changes can be made after Final Submission

GENERATION OF THE SE ID
Upon submission, a unique 11-digit SE ID (prefixed with "H") is generated and sent via SMS & Email (if provided)

**SECTION 4:
FIELD VALIDATION**



9 Enumerator Visit
When a Census Enumerator visits your home, share your SE ID with her/him.

ID Matching Outcomes
If SE ID matches with an existing record, details are confirmed and submitted; if not, Enumerator will collect data afresh.