

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Planning Department - Standard Operating Procedure (SoP) on Unified Family Survey - Orders - Issued.

Planning(XIII) Department

G.O.Rt.No:207

Date:23.12.2025

Read the following:-

1. Minutes of the FBMS Review Meeting chaired by the Hon'ble Chief Minister on 28.08.2025 – U.O.Note No.2953456/Plg.XIII/2025 Dt. 03.09.2025
2. Minutes of the FBMS Review Meeting chaired by the Hon'ble Chief Minister on 24.11.2025 - U.O.Note No.3046016/Plg.XIII/2025 Dt. 28.11.2025

ORDER:

The Government of Andhra Pradesh is implementing the Family Benefit Management System (FBMS) to streamline benefit delivery and achieve "Zero Poverty" under the Swarna Andhra initiative. Review meetings were conducted under the chairmanship of the Hon'ble Chief Minister on 28th August 2025 and 24th November 2025, wherein it was decided that the Government shall undertake a Unified Family Survey (UFS) across the State to ensure updated and accurate household and citizen-level data.

2. The survey will enable the creation of a single source of truth for household information, which will enable the following:

Objectives:

- a. Proactive service delivery to ensure government services and benefits reach citizens seamlessly.
- b. Improve the saturation and quality of demographic data available in RTGS Data Lake, creating a robust digital foundation for state governance.
- c. Provide Government departments with the validated data necessary for evidence-based policy design and implementation.

Standard Operating Procedure:

- a. The Unified Family Survey (UFS) shall be undertaken by the GSWS Secretariat staff across all the secretariats in the State.
- b. A digital survey application hosted on the Google Play Store will be used to capture the survey data

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- c. GSWS Department shall coordinate the overall exercise with support from Planning, RTGS, District Collectors and relevant departments to finalise the survey design and questionnaire.
- d. Surveyors shall cover all households and capture answers to the questionnaire as per the user manual.

Roles and Responsibilities:

S.No	Designation	Responsibilities
1	Director & Commissioner, GSWS	<ul style="list-style-type: none">1. Facilitate required database integrations and support required in survey application design and implementation2. Periodic review with the relevant GSWS field functionaries for monitoring the survey progress and resolving any issues on the ground
2	Joint Secretary Planning	<ul style="list-style-type: none">1. Facilitate survey design, questionnaire finalisation and training of master trainers.
3	Collectors	<ul style="list-style-type: none">1. Ensure the availability of necessary infrastructure, resources and facilities at the Secretariat.2. Appoint task forces to conduct surprise visits.3. Review the progress of the survey, addresses any challenges or bottlenecks and provide necessary guidance and support to overcome them.
4	CEO, RTGS	<ul style="list-style-type: none">1. Facilitate the development, maintenance and tech support, including tech query resolution for the survey application and dashboards during the entire survey.
5	GSWS coordinator	<ul style="list-style-type: none">1. Periodic review and monitoring of the survey2. Resolution of operational and technical issues associated with the survey in coordination with the State team
6	MPDO/Municipal Commissioner	<ul style="list-style-type: none">1. Overall monitoring of the survey at the Mandal/Municipal level
7	Panchayat Secretary/Ward Administrative Secretary	<ul style="list-style-type: none">1. Overall monitoring of the survey at the secretariat level
8	GSWS Secretariat Staff	<ul style="list-style-type: none">1. Conduct the survey for the assigned households while verifying household composition and capturing data accurately

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Timelines:

The survey shall be conducted from 23rd December, 2025 and shall be completed in the stipulated time frame as decided and communicated by the GSWS department.

3. All the Officers concerned shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**PEEYUSH KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Director & Commissioner, GSWS Department
The Joint Secretary, Planning Department
The Chief Executive Officer (CEO), RTGS
All District Collectors
All District GSWS coordinators
All MPDO/Municipal Commissioners
All GSWS Secretariat Staff

Copy to:

The Prl Secretary, MA&UD
The Prl Secretary, PR&RD
The Secretary, GSWS Department
The Secretary, ITE&C Department
PS to Prl.Secretary, Planning Department
PS to Prl Secretary to Hon'ble CM
PS to Chief Secretary for information
All Chief Planning Officers

//FORWARDED :: BY ORDER//

**SECTION OFFICER
(G.V.SUBBA RAO)**