MONTHLY NARRATIVE REPORT:

Each employment exchange should submit to the state director a monthly narrative report which should be precise, informative and true record of the activities during the month. Narrative reports keep the state directorate informed of the work of employment exchanges, and are collectively used for the preparation of their monthly progress reports. This also provide material for various reports of government on the working of the National Employment Service. It is therefore vital that the material given is reliable, balanced and comprehensive. Each report should indicate clearly the progress made and difficulties encountered during the month under review. Report rendered by parent exchanges should cover the activities of subordinate offices. Subordinate offices should prepare three copies of their Narrative reports, one for their parent exchange, one for their state director and one for their own record. The aim should be to give an over all cohesive picture of the area under jurisdiction and not to summarise or merely reproduce from the report of subordinate exchanges.

The following paras should be given in this report.
1. The employment situation in general:

A critical appreciation of the employment situation and employment trends in the areas of jurisdiction should be given in this para. Mention should be made of new industries, establishments, or development schemes which are being set up. The commencement or termination of seasonal activities in local fields of employment and the closing or re-opening of any important factory or establishments etc., should be mentioned with a comment on the probable effect of the event on employment. Local hindrances to normal development of the economic life and the expansion or maintenance of employment opportunities within the area of jurisdiction should be commented on, e.g., lack of raw materials, transport etc. Before recording such items, however, careful enquiry should be made to ascertain the real facts and to distinguish between unfounded rumours and reality.

2. An appreciation of Statics rendered:

The para should be divided into following sub-paras. 1. Placing, 2. Registrations, 3. Vacancies notified 4. Submissions, 5. Employers using the exchange, 6. The live register. The reasons for increasing or decreasing and trends in the figure relating to each sub-para should be given.

3. Shortage and surplus of manpower:

Report regarding the persistent shortage of types of personnel existing in the exchange area should be based on known facts capable of being substantiated. The existence of a shortage in a specific occupation should be studied and reported.
4. Appreciation of work done for special types of applicants/vacancies, as professional and executive branch work, including overseas, scholars, displaced persons, discharged government employees, women, passed out trainees, the armed forces.

5. A brief account of staff training activities conducted during the month should be given.

6. Conferences and meetings.

7. Publicity and public relations.

8. Any other items of interest.

9. Special reports if any as required from time to time to the state director.

10. Training admissions.

11. Community development activities.


   Inspite of this employment exchange submits a quarterly report to the state director, and one yearly report to the same, these reports contain all activities with a quarter and a year.

   According to one report in 1964 only two persons were sent for training of the employment exchange from Aligarh
Employment Exchange. In 1965 no person was sent, in 1966 three persons received this training and in 1967 only one person went for training.