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REGULATIONS

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby revises a part of its Rule No. 14-0 (Negotiation Procedure) as follows, and enforces it as from the day of its promulgation:

President of National
Personnel Authority
ASAI Kiyoshi

Amendment of Rule No. 14-0 National Personnel Authority (Effective Date: January 15, 1949)

After "(Effective Date: January 8, 1949," Revised: January 15, 1949) shall be added.

Item 2 of Paragraph 1 shall be amended to read as follows:

- "Negotiations shall be restricted to conditions over which the head of agency lawfully was discretion and control, except that negotiations shall not include disciplinary matters."

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby established the following National Personnel Authority Rule concerning the abrogation of existing laws, orders and rules:

President of National
Personnel Authority
ASAI Kiyoshi

Rule 1-4 of the National Personnel Authority (Effective Date: January 15, 1949)

Abrogation of existing laws, orders and rules

- In accordance with the provisions of Article 14 of the Supplementary Provisions of the Law and the provisions of the Law concerning the Appointment, Removal, etc. of Government Officials before the application of the Provisions of the National Public Service Law (Law No. 121 of 1947), the Ordinance for the Appointment and Classification of Government Officials (Imperial Ordinance No. 190 of 1946) is hereby abolished.

January 15, 1949

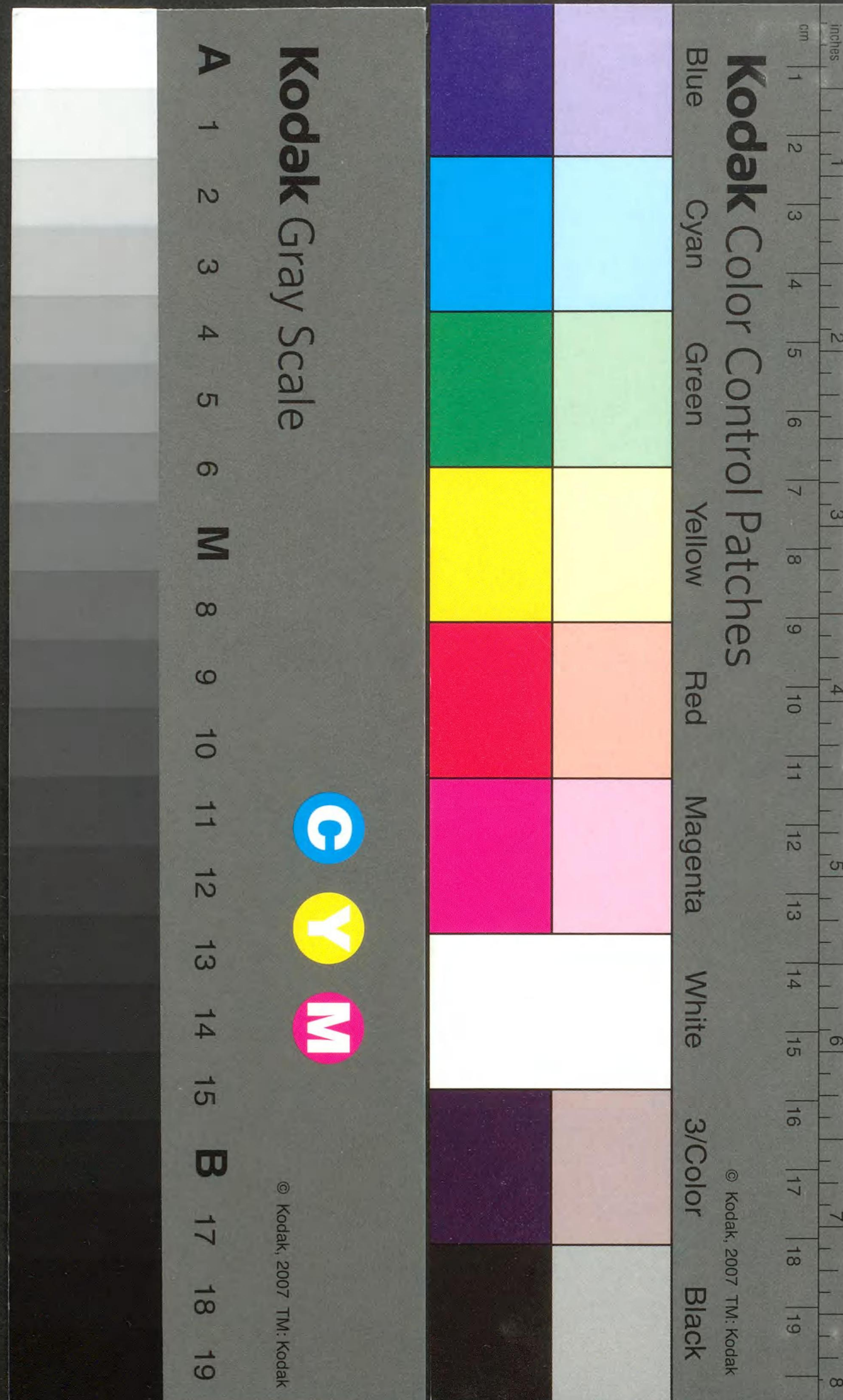
Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning the meetings and proceedings of the National Personnel Authority:

President of National
Personnel Authority
ASAI Kiyoshi

Rule 2-1 of the National Personnel Authority (Effective Date: January 15, 1949)

Meetings and proceedings of the National Personnel Authority

- Regular meetings of the Authority shall be held at the National Personnel Authority Building in Tokyo Metropolis except that the Commissioners by majority vote may hold meetings at other places in Japan.
- Special meetings may be held at the places designated in the preceding paragraph on the call of the President or upon the request of a majority of the Commissioners.
- In case where the special meeting is held Commissioners shall be given notice reasonably prior to special meeting.
- Meetings of the Authority may be opened to the public with the consent of a majority of the Commissioners. The Commissioners may, by resolution, provide for public meetings for the purpose of giving interested persons an opportunity to be heard regarding matters being considered important by the Authority.
- A majority of the Commissioners shall constitute a quorum. The adoption of a resolution or motion shall require the affirmative vote of majority of the Commissioners.
- The Executive secretary shall from an agenda setting forth the matters to be considered at each meeting. In case where the agenda for a regular meeting has been formed, each Commissioner shall be furnished a copy at least 48 hours in advance of the meeting. Matters not on the agenda shall be considered only by unanimous consent of the Commissioners present. A copy of the agenda for public meetings shall be made available for public inspection at a place or places fixed by the National Personnel Authority.



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7. The minutes of any meeting shall be approved by the Commissioners before becoming official. The minutes of the Authority shall be made available for public inspection properly at a place or places fixed by the National Personnel Authority.

8. All resolutions and motions of the National Personnel Authority shall be adopted at a meeting of the Authority. Resolutions and motions shall become effective upon adoption unless otherwise provided.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning records, reports, and statistics:

President of National
Personnel Authority

ASAI Kiyoshi

Rule No. 2-2 of the National Personnel Authority
(Effective Date: January 15, 1949)

Records, reports, and statistics

1. The Director-General shall devise and direct the installation of a uniform system of personnel record keeping and personnel and statistical report to the various government agencies.

2. The system in the preceding paragraph shall prescribe standard forms which all agencies shall use for reporting to the National Personnel Authority appointments, separations, transfers and other personnel measures; it shall prescribe uniform standards for the maintenance of records indicating the names, class, salary, status, organization unit and other pertinent information regarding employees; and it shall provide for the regular periodic reporting or special reporting to the National Personnel Authority regarding the number of employees in each agency, their salaries, location for service and such other data as may be required to indicate the nature and scope of government employment and necessary statistics to deal with special problems or reports related thereto.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning the powers of the Director-General:

President of National
Personnel Authority

ASAI Kiyoshi

Rule No. 3-0 of the National Personnel Authority
(Effective Date: January 15, 1949)

Powers of the Director-General

1. The Director-General, may, in carrying out the administrative and technical responsibilities with which he is charged by the laws and rules, be empowered to issue procedures and instructions consistent therewith to the staff of the National Personnel Authority and to the various agencies of government, unless the National Personnel Authority by resolution on specific matters reserves such powers to itself.

2. The Director-General may redelegate powers, duties, functions and matters under his jurisdiction to his subordinates unless by provisions of laws rules or resolution of the National Personnel Authority, it is stipulated specifically to perform personally by the Director-General.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning general provisions governing examinations:

President of National
Personnel Authority

ASAI Kiyoshi

Rule No. 7-0 of the National Personnel Authority
(Effective Date: January 15, 1949)

General provisions governing examinations

1. In accordance with the provisions of Article 42 of the Law the following provisions relating to examinations are established:

1. The Director-General in advance of holding examinations shall secure approval of the National Personnel Authority.

2. The Director-General shall take full precautions to protect the integrity of examinations.

3. Persons assigned to any duties in preparation or administration of examinations shall observe utmost secrecy with full precaution.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning prerequisites for examination.

President of National
Personnel Authority

ASAI Kiyoshi

Rule 7-1 of the National Personnel Authority
(Effective Date: January 15, 1949)

Prerequisites for examination

1. Prior to the announcement of an examination the Director-General shall present to the National Personnel Authority a statement of the minimum essentials of education and experience or other prerequisites of eligibility to be required of acceptable applicants. These matters shall require the approval of the National Personnel Authority prior to their statement in the announcement of examination.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning announcement of examinations.

President of National
Personnel Authority
ASAI Kiyoshi

Rule 7-2 of the National Personnel Authority
(Effective Date: January 15, 1949)

Announcement of examinations

1. The Director-General shall take practicable measures to announce and publicize examinations so that the participation of a maximum number of well qualified persons may be insured in keeping with the particular needs of each service.

2. Announcement of examinations shall include publicity in the Official Gazette.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning examining bodies:

President of National
Personnel Authority
ASAI Kiyoshi

Rule No. 7-3 of the National Personnel Authority
(Effective Date: January 15, 1949)

Examining bodies

1. All examinations shall be prepared and conducted by the staff of the National Personnel Authority unless the Authority by resolution has approved the use of the services of other persons as special examiners or as special examining bodies.

2. Special examining bodies and special examiners in the preceding paragraph shall be deemed to be vested with appropriate authority by the National Personnel Authority and shall act in the name of and as agents of the National Personnel Authority, subject to the general supervision of the Director-General and subject to the same regulations as the regular examining staff of the National Personnel Authority and to such special regu-

lations as the Director General may impose. The National Personnel Authority shall be fully responsible for the acts of such special examining bodies and special examiners. The National Personnel Authority may at any time withdraw the appointment of any such special examining body or special examiners.

3. The Director-General may be empowered to employ temporary personnel to monitor or otherwise assist in a routine capacity to conduct examinations.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning appointing offices.

President of National
Personnel Authority
ASAI Kiyoshi

Rule No. 8-0 of the National Personnel Authority
(Effective Date: January 15, 1949)

Appointing officers

1. The appointing officer is responsible for all actions which he is empowered to take under the laws and rules even though he may delegate such power. He may delegate to high-ranking personnel of his agency the power to act for him.

2. Before becoming effective, such delegations of the appointing power shall be submitted to the National Personnel Authority in writing. In such statement the name of the person to whom delegated, his title, location of his service, the subdivision of the agency over which his power is to extend and the specific powers to be delegated shall be mentioned.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning the appointment and designation of personnel:

President of National
Personnel Authority
ASAI Kiyoshi

Rule No. 8-1 of the National Personnel Authority
(Effective Date: January 15, 1949)

Appointment and designation of personnel

Pending the enactment of additional rules to bring into full force the provisions of the law relating to the method of filling vacancies in the service, temporary procedures for the appointment of personnel of the service shall be as follows:

1. For the time being, employees shall continue

to be designated by the titles heretofore in effect.

2. Those employees designated as first and second class officials shall be newly appointed or promoted only after review and approval of the proposed appointments or promotions by the National Personnel Authority.
3. Those employees newly appointed or promoted to pay grades 10 and above as defined by the Law Administering the New Pay of Government Employees (Law No. 46 of 1948) shall be so appointed or promoted only after review and approval of their proposed appointments or promotions by the National Personnel Authority.
4. Those employees designated as third class officials shall be newly appointed or promoted in accordance with basic standards established by the National Personnel Authority. However, any employee designated as a third class official and proposed for new appointment or promotion to pay grades 10 and above as prescribed in the preceding paragraph, shall be so appointed or promoted only after review and approval of the proposed appointment or promotion by the National Personnel Authority.
5. Other employees shall be newly appointed or promoted in accordance with basic standards established by the appointing officer except as otherwise provided by directive of the National Personnel Authority.
6. No appointments shall be made to positions of the kind for which the National Personnel Authority has announced an examination or has notified the agencies of government of its intention to hold an examination, except by selection of appointees from appropriate eligible lists or otherwise as prescribed by the National Personnel Authority.
7. Appointments made in accordance with this Rule shall not confer permanent status and all persons so appointed shall be deemed to have the same status as persons appointed to like positions heretofore.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning concurrent appointments:

President of National
Personnel Authority
ASAI Kiyoshi

Rule No. 8-2 of the National Personnel Authority
(Effective Date: January 15, 1949)

Concurrent appointments

1. An appointing officer may permit personnel to hold concurrently more than one position

in the service in the following instances.

- (1) Where such is permitted or required specifically by law or rules of the Authority.
 - (2) Where all the positions held are part-time and the work periods and time for which compensated do not cover the same hours.
 - (3) Where the employee holds one full-time position and the concurrent position is part-time with no compensation to be paid and the approval of the National Personnel Authority has been secured prior to appointment to such concurrent position.
 - (4) In other cases where prior approval of the National Personnel Authority has been obtained.
2. The appointing officer of persons who, on the date of application of this Rule hold concurrent appointments other than under items (1) and (2) in paragraph 1, shall immediately request the approval of the National Personnel Authority for the continuation of such concurrent appointments as are deemed to be necessary. If such approval has not been obtained within 60 days from the enforcement date of this Rule, all but one such appointment shall automatically terminate.

Supplementary Provision:

This Rule shall be applied as from December 3, 1948.

January 15, 1949

Pursuant to the National Public Service Law and the Law Administering the New Pay of Government Employees, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning non-work periods:

President of National
Personnel Authority
ASAI Kiyoshi

Rule No. 15-1 of the National Personnel Authority
(Effective Date: January 15, 1949)

Non-work periods

1. Non-work periods, rest periods and non-work days as used in these Rules are those periods other than holidays outside of the regularly scheduled work hours. The employee may utilize such periods as he so desires. Except cases where the employee is actually ordered to work, no compensation is paid for such periods.
2. Chiefs of agencies shall schedule, in so far as possible, not less than thirty minutes rest period or non-work period following each four hours of scheduled work.
3. In the event of scheduling the work days in excess of six days of consecutive work

under the provisions of Paragraph 3, Article 19 of the Law Administering the New Pay of Government Employees (Law No. 46 of 1948), chiefs of agencies shall provide on the average, one non-work day for each six consecutive work days. However, no employee shall be ordered to work in excess of twenty-four consecutive work days.

4. When it is difficult to comply with the provisions of the preceding two paragraphs in cases where, due to the exceptional nature of the working conditions, to do so will result in a serious decrease in efficiency or adversely affect the health or safety of the employee, chiefs of agencies may, with the approval of the National Personnel Authority, provide otherwise in respect to non-work periods.

Supplementary Provision:

This Rule shall be applied as from January 1, 1949.

January 15, 1949

Pursuant to the National Public Service Law, the National Personnel Authority hereby establishes the following National Personnel Authority Rule concerning recess periods:

President of National
Personnel Authority
ASAI Kiyoshi

Rule No. 15-2 of the National Personnel Authority
(Effective Date: January 15, 1949)

Recess periods

1. Recess periods shall be part of the regular work hours and compensation shall be issued therefore.
2. In compliance with this Rule based on the provisions of Article 106 of the Law, chiefs of agencies shall, insofar as possible, provide a fifteen minute recess period within each four hours of scheduled work.
3. Recess periods shall not be scheduled at the beginning or end of the work period. Even in cases such periods have not been taken, they shall not be cumulative.
4. When it is difficult to comply with the provisions of the preceding two paragraphs in cases where, due to the exceptional nature of the working conditions, to do so will result in a serious decrease in efficiency or adversely affect the health or safety of the employee, chiefs of agencies may, with the approval of the National Personnel Authority, provide otherwise in respect to recess periods.

Supplementary Provision:

This Rule shall be applied as from January 1, 1949.

Rule No. 15-1 of the National Personnel Authority
iv. Effective Date: January 15, 1957

1. Hours periods shall be part of the regular work hours and compensation shall be based thereon.

2. In compliance with this Rule, the hours of work of agencies shall include as possible a three-hour period within the four hours of regular work.

3. Hours periods shall not be scheduled at the beginning or end of the workday. Even in cases such periods may not be scheduled at the beginning or end of the workday.

4. When it is necessary to schedule hours of work of the preceding two paragraphs in cases where it is in the exceptional nature of the work, the hours of work shall be scheduled in a manner which is efficient or necessary for the health and safety of the employees. The National Personnel Authority provides the following hours of work periods:

5. The hours of work shall be as follows:
This Rule shall be applied as from January 15, 1957.

under the provisions of Paragraph 1, Article 15 of the Law Administering the Law Part of Government Employees Law No. 14 of 1956. Chief of agencies shall provide on the average one hour work day for each six consecutive work days. However, an employee shall be entitled to work in excess of twenty-four consecutive work days.

When it is difficult to comply with the provisions of the preceding two paragraphs, agencies where, due to the exceptional nature of the working conditions, to do so will result in a serious danger to efficiency or adversely affect the health or safety of the employees, chiefs of agencies may, with the approval of the National Personnel Authority, provide other hours of work periods.

6. This Rule shall be applied as from January 15, 1957.

7. This Rule shall be applied as from January 15, 1957.

8. This Rule shall be applied as from January 15, 1957.

9. This Rule shall be applied as from January 15, 1957.

10. This Rule shall be applied as from January 15, 1957.

11. This Rule shall be applied as from January 15, 1957.

12. This Rule shall be applied as from January 15, 1957.

13. This Rule shall be applied as from January 15, 1957.

14. This Rule shall be applied as from January 15, 1957.