



भारतीय मानक ब्यूरो

(उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय, भारत सरकार)

**BUREAU OF INDIAN STANDARDS**

(Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India)

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## DRAFT INDIAN STANDARD IN WIDE CIRCULATION

Reference : CHD 14 (26720) WC

Date : 10 October 2024

TECHNICAL COMMITTEE : Printing Inks Stationery And Allied Products, CHD 14

To,

All concerned

Dear Madam/Sir,

The following document has been prepared by the Printing Inks Stationery And Allied Products Sectional Committee, CHD 14. Please [click here](#) to view the document.

**Document Number : CHD 14 (26720) WC**

**Title of the document : Commercial Stationery FormsBooks - Specification First Revision**

**Document Type : Revision of Indian Standard (IS 12780 : 1989)**

*This document has following salient features which may require specific attention for your valuable comments:*

1) *This standard prescribes the requirements for the following commercial stationery forms/ books generally used in commercial establishments: a) Invoice books, b) Delivery order books, c) Purchase order books, d) Petty cash voucher books, e) Stock taking record books, f) Monthly attendance report books, and g) Bank deposit slip books. In this revision, Reference clause and Packing & Marking clause have been updated. Also, Amendment No. 1 has been incorporated. Now, the standard has been updated based on the technological advancements that may have taken place since the last publication of the Standard.*

Please examine the document and share your comments regarding further improvement in the document.

**Last date for sharing the comments is : 09 December 2024**

The comments should be shared in the prescribed template through this portal only; and the comments so received shall be taken up by the Sectional Committee for necessary action. For any other query, please write an email at [chd@bis.gov.in](mailto:chd@bis.gov.in) to the undersigned at Bureau of Indian Standard, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi.

In case no comments are received, we would presume your approval of the documents. However, in case we receive any comments on the document, the same shall be put up to the Sectional Committee for necessary action.

Thanking You,

**Yours faithfully,**  
**(AJAY KUMAR LAL)**  
**Head (Chemical Department)**  
**Email: [chd@bis.gov.in](mailto:chd@bis.gov.in)**



## व्यापक परिचालन में मसौदा(दे)

हमारा सन्दर्भ : CHD 14 (26720) WC

दिनांक : 10-10-2024

**तकनीकी समिति : Printing Inks Stationery And Allied Products Sectional Committee, CHD 14**

प्राप्तकर्ता : रूचि रखने वाले सभी निकाय

महोदय/या,

निम्नलिखित मसौदा तैयार किया गया है :

प्रलेख संख्या : CHD 14 (26720) WC

शीर्षक :

कृपया इस/इन मानक(को)/संशोधन(नो) के मसौदे(दो) का अवलोकन करें और अपनी सम्मतियाँ यह बताते हुए भेजें कि यदि ये मानक(को) के संशोधन(नो) के रूप में प्रकाशित हो तो इन पर अमल करने में आपके व्यवसाय अथवा कारोबार में क्या कठिनाइयां आ सकती हैं।

**सम्मतियाँ भेजने की अंतिम तिथि : 09 December 2024**

सम्मतियाँ, यदि कोई हों तो, कृपया यहाँ क्लिक करके ऑनलाइन पोर्टल के माध्यम से ऊपर दी गयी अंतिम तिथि तक दर्ज कराएं।

यह/ये प्रलेख भारतीय मानक ब्यूरो की वेबसाइट [www.bis.gov.in](http://www.bis.gov.in) पर भी उपलब्ध है/हैं।

धन्यवाद।

भवदीय/भवदिया,  
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