

भारतीय मानक मसौदा
वाणिज्यिक स्टेशनरी प्रपत्र/पुस्तकें — विशिष्टि
(IS 12780 का पहला पुनरीक्षण)

Draft Indian Standard
Commercial Stationery Forms/Books — Specification
(*First Revision of IS 12780*)

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ICS 87.080

Printing Inks, Stationery and Allied Products Sectional
Committee, CHD 14

Last date of comments: 10th December 2024

Printing Inks, Stationery and Allied Products Sectional Committee, CHD 14

FOREWORD

(*Formal clauses will be added later*)

This standard was first published in 1989. 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 have taken place since the last publication of the Standard.

This standard defines the quality of the commonly used commercial stationery forms for the guidance of the manufacturers and to assure supply of proper quality of such paper to the consumers.

For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the results of a test or analysis, shall be rounded off in accordance with IS 2: 2022 'Rules for rounding off numerical values (*second revision*)'. The number of significant places retained in the rounded off value should be the same as that of the specified value in this standard.

Draft Indian Standard
COMMERCIAL STATIONERY FORMS/BOOKS —
SPECIFICATION
(First Revision)

1 SCOPE

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.

2 REFERENCES

The standards listed below contain provisions which through reference in this text, constitute provisions of this standard. At the time of publication, the editions indicated were valid. All standards are subject to revisions, and parties to agreements based on this Indian Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below:

<i>IS No.</i>	<i>Title</i>
IS 1060 (Part 1) : 2022	Methods of sampling and test for paper and allied products part 1 test methods for general purpose
IS 1848 (Part 1) : 2018	Writing and printing papers — Specification: Part 1 account book, azure lead, bond, cream laid and cream wove/printing white/printing coloured/printing offset, printing maplitho, printing white super calendered and typewriting types (<i>fifth Revision</i>)
IS 4661 : 1999	Glossary of terms used in paper trade and industry (<i>second revision</i>)

3 TERMINOLOGY

For the purpose of this standard, the definitions of terms given in IS 4661, shall apply.

4 TOLERANCE**4.1 Size**

The variation in measurement of paper in sheets shall be not more than 0.5 percent above or below the ordered measurement. Where 0.5 percent is less than 3 mm, the tolerance shall be ± 3 mm and where 0.5 percent exceeds 5 mm, the tolerance shall be ± 5 mm. Sizes other than those specified in col 3 of Table 1 may also be manufactured subject to meeting the tolerance requirements.

4.2 Grammage

No single test result shall vary by more than ± 5 percent from the nominal grammage. Further the mean of 10 test results shall not vary from the nominal grammage by more than ± 2.5 percent. However, when 2.5 percent is less than 1.5, the tolerance shall be ± 1.5 g/m².

NOTE — For white printing paper, cream wove paper and cream laid paper, the mean of 10 test results shall not vary from the nominal substance by more than ± 4 percent, no limit being prescribed for variations in individual test results.'

5 REQUIREMENTS**5.1 Quality of Paper**

It shall be conforming to IS 1848 and the size, variety and grammage shall be as given in Table 1.

Table 1 Sizes, Variety and Nominal Grammage of Paper for Commercial Stationery Forms/Books

(Clause 4.1, 5.1)

Sl. No.	Item	Sizes in mm	Quality of Paper	
			Variety	Grammage, g/m ²
(1)	(2)	(3)	(4)	(5)
i)	Invoice books	210 × 297 (A4) 148 × 210 (A5)	Air mail	18-35
ii)	Delivery order books	210 × 297 (A4) 148 × 210 (A5)	Coloured printing paper	56
iii)	Purchase order books	210 × 297 (A4) 148 × 210 (A5)	Cream wove or map litho	60
iv)	Petty cash voucher books	148 × 210 (A5)	Wove paper	56
v)	Stock taking record books	297 × 420 (A3) 210 × 297 (A4)	Azurelaid paper	70
vi)	Monthly attendance report books	297 × 420 (A3) 210 × 297 (A4)	Azurelaid paper	70-80
vii)	Bank deposit slips:			
	Current deposit and draft request	105 × 297 (1/2 A4 Length wise)	Wove paper	56-60
	Saving bank deposit slips	99 × 210 (1/3 A4 widthwise)		

NOTE — In case where range is specified, the observed value shall be within the specified range even after application of tolerance.

5.2 Denomination, Binding and Layout of Printed Matter

The denomination, binding and layout of printing matter in case of commercial stationery forms/ books shall be done as agreed to between the purchaser and the supplier.

5.3 Cover

The cover paper shall be as agreed to between the purchaser and the supplier.

6 PACKING AND MARKING

6.1 Packing

The commercial stationery books shall be supplied in packages, containing copy books of the same type, size and having the same number of forms/pages and having the same number of denomination. Each package shall be wrapped in paper to protect the books from damage during transportation. The books may be first tied in bundles before being packed. If the books are tied in bundles, each bundle shall be firmly bound with paper tape.

6.2 Marking

Each package of books shall be marked or labelled with the following particulars:

- a) Name and address of the manufacturer or his trade-mark,
- b) Designation of the books in the package, and
- c) Number of books in the package.

6.2.1 Each book shall be clearly and durably marked with the following particulars:

- a) Name and address of the manufacturer or his trade-mark,
- b) Mass per unit area of the paper (in g/m^2),
- c) Length and width (in mm), and
- d) Number of papers.

6.2.2 *BIS Certification Marking*

The product(s) conforming to the requirements of this standard may be certified as per the conformity assessment schemes under the provisions of the *Bureau of Indian Standards Act, 2016* and the Rules and Regulations framed thereunder, and the products may be marked with the Standard Mark.

7 SAMPLING

Each package shall be sampled in accordance with 3 of IS 1060 (Part 1).

8 CRITERIA FOR CONFORMITY

8.1 Number of Test

The tests shall be conducted as given in IS 1060 (Part 1).

8.2 The lot shall be declared as conforming to the requirements of this standard if all the test results meet the relevant requirements.