

भारतीय मानक मसौदा
आशुलिपि नोटबुक — विशिष्टि
(IS 12810 का पहला पुनरीक्षण)

Draft Indian Standard
Shorthand Notebooks — Specification
(*First Revision of IS 12810*)

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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. Now, the standard has been updated based on the technological advancements that may have taken place since the last publication of the Standard.

The size, denomination, binding, ruling and the quality of paper and cover paper have been prescribed in the standard.

For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result 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
SHORTHAND NOTEBOOKS — SPECIFICATION
(*First Revision*)

1 SCOPE

This standard prescribes the requirements for shorthand notebooks.

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>)
IS 6956 : 2001	Cover paper — Specification (<i>first revision</i>)

3 TERMINOLOGY

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

4 REQUIREMENTS**4.1 Size**

The size of this type of book shall be 127 mm × 195 mm with tolerance of ± 2 mm. This may economically be obtained from 40 cm × 52 cm getting 16 pages per sheet.

4.2 Denomination

These books shall be composed of 200 pages excluding the cover.

4.3 Binding

The binding shall be done on the spine of the book by two wire stitches of 13 to (16 ± 2) mm in length.

4.4 Ruling

The ruling shall be done in red colour and the distance between the lines shall be (12 ± 1) mm.

4.5 Quality of Paper

Cream wove paper of substance 60 g/m² conforming to IS 1848 shall be used. The tolerance on the substance shall be ± 4.0 percent.

4.6 Cover

Coloured cover paper of minimum 100 g/m² substance conforming to IS 6956 shall be used.

4.6.1 A provision may be made for putting the steno's name and the period for the book used, at the bottom of the cover of the notebook. It may be in the form:

Name.....

From to

5 PACKING AND MARKING

5.1 Packing

The notebooks shall be supplied in packages, containing copy books of the same type, size and having the same number of pages. Each package shall be wrapped in paper to protect the notebooks from damage during transportation. The notebooks may be first tied in bundles before being packaged. If the notebooks are tied in bundles, each bundle shall be firmly bound with paper tapes or strings.

5.2 Marking

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

- a) Indication of the source of manufacture;
- b) Description of the notebooks in the packaging; and
- c) Number of notebooks in the package.

5.2.1 Each notebook shall be clearly and durably marked with the following particulars:

- a) Indication of the Source of manufacture;
- b) Mass of the paper (in g/m²);
- c) Length and width (in cm); and
- d) Number of pages.

5.2.2 *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.

6 SAMPLING

Each package shall be sampled in accordance with **4** of IS 1060 (Part 1).

7 CRITERIA FOR CONFORMITY

7.1 Number of Test

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

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