

මෙය රාජ්‍ය භාෂාවෙන් වෙනම මුද්‍රණය කර ඇත

**ලංකා ප්‍රමිති 104: 1971**

**CEYLON STANDARD 104: 1971**

විශ්ව දශම වර්ග කිරීම UDC. 529. 4: 003. 35

**සියල්ල ඉලක්කම් ස්වරූපයෙන් ලියා දැන ලිවීම  
පිළිබඳ ලංකා ප්‍රමිතිය**

**CEYLON STANDARD FOR WRITING OF CALENDAR  
DATES IN ALL-NUMERIC FORM**

**ලංකා ප්‍රමිති කාර්යාංශය  
BUREAU OF CEYLON STANDARDS**



**CEYLON STANDARD FOR WRITING OF CALENDAR  
DATES IN ALL-NUMERIC FORM**

C. S. 104 : 1971



Gr.2

*Copyright Reserved*  
**BUREAU OF CEYLON STANDARDS**  
53, Dharmapala Mawatha  
COLOMBO 3.

Ceylon Standards are subject to periodical revision in order to accommodate the progress made by industry. Suggestions for improvement will be recorded and brought to the notice of the Committees to which the revisions are entrusted.

This Standard does not purport to include all the necessary provisions of a contract.

**BUREAU OF CEYLON STANDARDS**  
**53, Dharmapala Mawatha,**  
**Colombo 3.**

## CEYLON STANDARD FOR WRITING OF CALENDAR

### DATES IN ALL-NUMERIC FORM

#### FOREWORD

This Ceylon Standard was prepared under the authority of the Metric Divisional Committee of the Bureau of Ceylon Standards and was approved by the Council of the Bureau on 6th June 1971.

This Ceylon Standard for writing of calendar dates in all-numeric form is an adoption of an ISO recommendation which has been prepared to obviate the confusion arising from misinterpretation of the significance of the numerals in a date written with numerals only. It is considered that similar confusion does not arise when the month is spelled out either in full or in abbreviated form.

The occasions on which an all-numeric date might be used have been examined and the advantages for these occasions of the descending order year-month-day have been found to outweigh those for the ascending order day-month-year established in many parts of the world.

The advantages of this descending order include the following in particular :—

- the ease with which the whole date may be treated as a single numeral for the purpose of filing and classification (e.g. for insurance or social security system) ;
- arithmetic calculation, particularly in some computer uses ;
- the possibility of continuing the order by adding digits for hour-minute-second.

#### 1. SCOPE

This Ceylon Standard specifies the writing of dates of the Gregorian Calendar in all-numeric form, signified by the elements year, month, and the day.

## 2. FIELD OF APPLICATION

This Ceylon Standard should be applied whenever a calendar date containing the elements year, month, day is written in an all-numeric form.

## 3. RULES FOR WRITING CALENDAR DATES

**3.1 Sequence**—An all-numeric date should be written in the following order :

year-month-day

**3.2 Characters**—An all-numeric date should be expressed exclusively in Arabic numerals i.e. by using only the decimal digits 0, 1, 2, . . . . . 9

**3.3 Elements**—An all-numeric date should consist of

— 4 digits to represent the year.

**Note :** 2 digits may be used where no possible confusion arises from the omission of the century. However, 4 digits should be applied especially in correspondence and for documentation purposes to indicate clearly that the ascending order is used.

— 2 digits to represent the month

— 2 digits to represent the date.

**3.4 Separator**—In an all-numeric date, a hyphen should be used as a separator between year and month, and between month and day.

e.g. The First July 1971 should be written as :

1971—07—01

## **SLS CERTIFICATION MARK**

*The Sri Lanka Standards Institution is the owner of the registered certification mark shown below. Beneath the mark, the number of the Sri Lanka Standard relevant to the product is indicated. This mark may be used only by those who have obtained permits under the SLS certification marks scheme. The presence of this mark on or in relation to a product conveys the assurance that they have been produced to comply with the requirements of the relevant Sri Lanka Standard under a well designed system of quality control inspection and testing operated by the manufacturer and supervised by the SLSI which includes surveillance inspection of the factory, testing of both factory and market samples.*

*Further particulars of the terms and conditions of the permit may be obtained from the Sri Lanka Standards Institution, 17, Victoria Place, Elvitigala Mawatha, Colombo 08.*



## **SRI LANKA STANDARDS INSTITUTION**

The Sri Lanka Standards Institution (SLSI) is the National Standards Organization of Sri Lanka established under the Sri Lanka Standards Institution Act No. 6 of 1984 which repealed and replaced the Bureau of Ceylon Standards Act No. 38 of 1964. The Institution functions under the Ministry of Science & Technology.

The principal objects of the Institution as set out in the Act are to prepare standards and promote their adoption, to provide facilities for examination and testing of products, to operate a Certification Marks Scheme, to certify the quality of products meant for local consumption or exports and to promote standardization and quality control by educational, consultancy and research activity.

The Institution is financed by Government grants, and by the income from the sale of its publications and other services offered for Industry and Business Sector. Financial and administrative control is vested in a Council appointed in accordance with the provisions of the Act.

The development and formulation of National Standards is carried out by Technical Experts and representatives of other interest groups, assisted by the permanent officers of the Institution. These Technical Committees are appointed under the purview of the Sectoral Committees which in turn are appointed by the Council. The Sectoral Committees give the final Technical approval for the Draft National Standards prior to the approval by the Council of the SLSI.

All members of the Technical and Sectoral Committees render their services in an honorary capacity. In this process the Institution endeavours to ensure adequate representation of all view points.

In the International field the Institution represents Sri Lanka in the International Organization for Standardization (ISO), and participates in such fields of standardization as are of special interest to Sri Lanka.