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SRI LANKA STANDARD 289: 1974

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**CODE OF PRACTICE FOR WRITING THE
TIME WITH REFERENCE TO THE 24-HOUR
TIME - KEEPING SYSTEM**

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BUREAU OF CEYLON STANDARDS**

CODE OF PRACTICE FOR WRITING THE TIME WITH
REFERENCE TO THE 24 - HOUR TIME-KEEPING SYSTEM

S.L. S. 289 :1974

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Sri Lanka 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.

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SRI LANKA STANDARD CODE OF PRACTICE FOR WRITING OF THE TIME WITH REFERENCE TO THE 24-HOUR TIME-KEEPING SYSTEM

FOREWORD

This Sri Lanka Standard Code of Practice was prepared by the Drafting Committee on Writing of the Time with Reference to the 24-Hour Clock under the authority of the Metric Divisional Committee of the Bureau of Ceylon Standards and was approved by the Council of the Bureau on 2nd October 1974.

This Sri Lanka Standard Code of Practice for Writing the time of a day has been prepared to avoid the confusion arising from misinterpretation and to follow a uniform way of writing the time. The internationally accepted and practised method of the descending order hour-minute-second has been used for the purpose.

It has been found that the method of writing the time with reference to the 24-hour Time Keeping System has many advantages and it eases the work in international communication and computer fields.

1. SCOPE

This Sri Lanka Standard Code of Practice specifies a system of writing the time of a day with reference to the 24-hour Time Keeping System signified by the elements hour, minute and second or by hour and minute only, when such precision is not required.

2. FIELD OF APPLICATION

This Sri Lanka Standard Code of Practice shall be applied whenever the time is written. Time referred to is Sri Lanka Standard Time.

3. SRI LANKA STANDARD TIME

It shall be that time as distributed by the Meteorological Department of Sri Lanka. This time is based on Greenwich Mean Time (GMT).

4. RULES FOR WRITING THE TIME

- 4.1 **Sequence** — In writing the time the following order shall be adopted: hour-minute-second or hour-minute.
- 4.2 **Elements** — The time shall be written such that each element consists of two digits.
- 4.3 **Separator** — There shall be no separator between the digits representing hours and minutes. Where seconds are also written, a colon shall be used to separate the digits representing minutes and seconds. However, if required to facilitate visual human understanding, a colon may be used to separate hours and minutes.
- 4.4 **Presentation** — In the presentation of the time the seconds could be left aside when not required, but the hours and minutes should not be omitted.
- 4.5 **Writing of Time** — In writing the time the use of the word 'hours' after the time in numerals is optional. The form of writing will depend on the context of its application.

The following are some illustrations of writing the time with reference to the 24-hour time keeping system.

1. Twelve seconds past midnight : 0000 :12 hours, 0000 :12 or 00 :00 :12.
2. Ten seconds past 12.30 a.m. (Ten seconds and thirty minutes past midnight) : 0030 :10 hours, 0030 : 10 or 00 : 30 : 10.
3. Three seconds past 8.05 a.m. (Three seconds and five minutes past eight o'clock in the morning) : 0805 :03 hours, 0805 :03 or 08 :05 :03.
4. 12.30 p.m. (Thirty minutes past twelve noon) : 1230 hours 1230 or 12 :30.
5. 23 seconds past 1.45 p.m. (Twenty three seconds and forty five minutes past one o'clock in the afternoon) : 1345 : 23 hours, 1345 :23 or 13 :45 :23.
6. 4.00 p.m. (Four o'clock in the afternoon) : 1600 hours, 1600 or 16 :00.
7. 47 seconds past 11.30 p.m. (Forty seven seconds and thirty minutes past eleven o'clock in the night) : 2330 :47 hours, 2330 :47 or 23 : 30 :47.
8. 11.59 p.m. (Fifty nine minutes past eleven o'clock in the night) : 2359 hours, 2359 or 23 :59.
9. 12 Midnight (the beginning of a new day) : 0000 :00 hours, 0000 :00 or 00 :00 :00.

5. REPRESENTATION OF UNIVERSAL TIME

To express time of the day in Universal Time (or Greenwich Mean Time), the time-zone designator, capital 'Z', shall follow without separators the low-order (or extreme right-hand) time element in the expression.

The Sri Lanka Standard Time ($5\frac{1}{2}$ hours faster than Greenwich Mean Time) given in illustrations 1, 4 and 8 converted and expressed in Universal Time would be '183012Z', '0700Z' and '1829Z' respectively.

6. COMBINATIONS OF DATE AND TIME REPRESENTATIONS

This Sri Lanka Standard is designed to be used in combination with CS 104. Writing of Calendar Dates in All-numeric Form. High-order to low-order sequence must be maintained i.e. year, month, day, hour, minute, second.

The time representation '1345:23' combined with the calendar date '1974-07-01' is represented with a hyphen separating the elements of date and time and colons separating hours, minutes and seconds as '1974-07-01-13:45:23.'

NOTE

The presentations of date and time on postal franks and in specialised application may be done according to the respective international standards. Depending upon the degree of specificity required by various applications in representing time, the number of time elements used may vary. For example some applications need the hour only, others need the hour, minute and second, and others need the hour, minute, second and decimal fraction of a second. In addition, the number of characters used to represent decimal fractions of time elements will vary depending on application requirements. Accordingly, there must be understanding between the sender the recipient of time representations as to the specific structure used.

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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.

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