

Government of Madras

HOME (MISCELLANEOUS) DEPARTMENT

G.O. No. 578, 13th June 1917

Passports

Communicating to the officers concerned letter from the Government of India, Foreign and Political Department, No. 702-G., dated the 1st June 1917, prescribing the form of application to be used in connection with the renewals of — in India.

INDEXED

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Number of copies { Letter.
Order.

ORIGINAL.

Government of Madras

HOME (MISCELLANEOUS) DEPARTMENT

G.O. No. 578, 13th June 1917

Passports

Communicating to the officers concerned letter from the Government of India, Foreign and Political Department, No. 702-G., dated the 1st June 1917, prescribing the form of application to be used in connection with the renewals of — in India.

READ—the following papers:—

I

G.O. No. 1460, Public, dated 8th October 1915.

ABSTRACT.—Communicating to district officers the revised passport regulations forwarded by the Government of India, Foreign and Political Department, with their letter No. 1448-G., dated the 25th August 1915, and issuing a press communiqué on the subject.

II

Letter—from the Under Secretary to the Government of India, Foreign and Political Department.

To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.

Dated—Simla, the 1st June 1917.

No.—702-G.

With reference to the letter from the Government of India in the Foreign and Political Department No. 1448-G., dated the 25th August 1915, I am directed to forward a copy of a form of application which, at the suggestion of His Majesty's Secretary of State for India, the Government of India have decided to adopt in connection with the renewal of passports in India. This form should be put into use forthwith.

2. I am to add that copies of the form are being printed by the Superintendent, Government Printing, India, Calcutta, and to suggest that, in order to ensure uniformity, copies required by you should be obtained from him instead of being printed locally.

ENCLOSURE.

RENEWAL.

R

FORM (E).

This form is for use only in respect of passports in the standard book form.

Where all available space on a passport is already occupied by visas, application must be made on Form (A) for the issue of a new passport, for which a fee of Re. 1 is chargeable.

Renewal of passport.

(a) Christian names and surname in full.

I, the undersigned, (a) _____
at present residing at _____
hereby make application for the Renewal of British Passport No. _____
issued to me at _____ on the _____
for a further period of two years for travelling to (b) _____

(b) The route, destination, and purpose of journey should be given in full (see overleaf).

(c) Insert "British-born subject" or "Naturalized British subject" or "subject of a Native State in India" as the case may be. In the case of "Naturalized British subject" see Regulations, section 5.

I declare that I am a (c) _____
and I have not lost that national status, and I solemnly declare that the whole of the particulars given by me in respect of this application are true, both in substance and in fact.

I further declare that I have no other passport in my possession.

Signature of applicant _____

Date _____

[Over

(f) Name and qualification of person verifying the Declaration, viz. :—
Political officer, Magistrate, Justice of the Peace, Police officer not below the rank of Superintendent, or Notary Public, resident in India.

And I, the Undersigned, (f) _____, hereby declare that, to the best of my personal knowledge and belief, the above declaration of the said _____
Mr.
Mrs.
Miss
is true, and that I can from my personal knowledge of him/her vouch him/her
as a fit and proper person to receive a passport.

Signed _____

Date _____

Important.

Applicants, and persons recommending them, are warned that should any of the statements contained in their respective declarations prove to be untrue, they will render themselves liable to prosecution.

Caution.

The attention of persons who are asked to sign this declaration is specially called to the fact that it can only be signed from personal knowledge of the applicant and not from information obtained from other persons.

RENEWAL.

Renewal of Passport No. _____

Issued at _____ on _____

Bearer of Passport.

(The following particulars should be given in the handwriting of the bearer of the passport. In the case of an applicant unable to write English, a transcription in English should be placed below the applicant's vernacular signature. In the case of an illiterate person, a thumb impression should be substituted for a signature and should be certified by the person verifying the declaration.)

- (a) Full names _____
Permanent address _____
Present address _____
Present age and whether married or single _____
Profession or occupation _____
Place and date of birth _____

FOR PERSONS BORN ABROAD, who derive British nationality from a father or paternal grandfather born within His Majesty's Dominions. (To be struck out in other cases.)
my (his) father _____ having been born within His Majesty's Dominions at _____
paternal grandfather _____
on the _____ day of _____

If bearer is a married woman or widow :—

Maiden name _____

Place and date of birth of husband _____

- (b) If wife of bearer is included on the passport state _____
Full names _____
Place and date of birth _____
Maiden surname _____

- (c) Particulars of children if included on passport :—

(NOTE.—Children who have attained the age of 15 years require separate passports.)

- (d) * Name of country to which it is desired to travel _____
Destination, route, and purpose of journey † _____

Proposed date of departure _____

Signature _____

* If applicant does not at present intend to use the Passport for purposes of travel, this paragraph should be marked "Renewal only". Application for re-endorsement should be made when a definite journey is contemplated.

† Satisfactory evidence will be required as to the object of the proposed journey. Employees of firms or persons acting on behalf of firms must produce certificates from their employers as to the nature of the business on which they are proceeding abroad.

Order—No. 578, Home (Miscellaneous), dated 13th June 1917.

Communicated to the Collector of Madras, all District Magistrates, the Commissioner of Police, Madras, the Resident in Travancore and Cochin, and the Political Agents, Pudukkottai, Banganapalle and Sandur, who are requested to take the necessary steps to ensure that the form adopted by the Government of India is used in all cases of applications for renewals of passports.

2. Forms will be indented for and distributed at an early date.

(True Extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Collector of Madras.
" all District Magistrates.
" the Commissioner of Police, Madras.
" the Resident in Travancore and Cochin.
" the Political Agent, Pudukkottai.
" " Banganapalle.
" " Sandur.

[Over

Passports

Home (reis) DEPARTMENT.

Communicating to the officers ^{concerned} ~~Responsible~~ letters from the Govt. of India, Foreign and Poll. Dept. No 702 G of the 1st June 1917, prescribing the form of application to be used in connection with the renewals of passports in India.

READ AGAIN G.O. No. 1467 Phil., dated 0 - 60. 1915

” ” ” ” , ” 191

READ ALSO:—

C. No. 1932, From the f 89, 2nd Sept, No. 702 G, dated the 18th June 1917.

" " " " , " "

191

" "))) " , ") " 191

ORDER

No. 578, dated 13-6-191

p. 5.

Issue in Res. Cotton
Collector & Madras
Wash. Formos)

Communicated to all ~~the~~
the Collector of Madras, all
S. M. S., the Commissioner of
Police, Madras, the Resident
in Travancore and Cochin, and
the Political Agents, Pudukkottai,
Bangalore and Sandur,
who are requested to take
~~for~~ the necessary steps to
ensure that the form adopted
by the Govt. of India is
used in all cases of
applications for renewal
of passports.

2. ~~A supply of forams.~~

will be indented for and distributed at an early date. Any officer requiring one of the new forms meanwhile should apply to the Govt. by wire.

HOK
12.6.17
Pdek
13.6.17

✓
13.6.17

Telegram Despatch 13/6.
To The Supt., Govt. Printing, India, Calcutta

2374
Reference Foreign Dept. letter No 702 G & [the] 18 June [1917] regarding application form for passport renewals. Please send five hundred forms.

HOK
12.6.17
✓
13.6.17

Copy with inclosure to Secy. to Govt. of India, Home Dept. 13/6.
The Collector, Madras
The Commr. of Police, Madras
The Resident in D.C.
The Pol. Agent, Pudukkottai
" " Bangalore
" " Sandur
Copy to all Heads of Dept.
Copy to Dept. of the Secy.
(Not for E.T.)

Home (Misc) Sept.

(G. 1932)

Renewal of Passports
From the S.O., Foreign Dept., No 702 G & 1-6-17
Submitted that the Govt. of India's letter may be communicated to all officers concerned, who may be requested to ensure that the form adopted by them is used in all cases of applications for renewal of passports. A supply of 500 forms may for the present be obtained for distribution to the officers.

Draft order, and draft telegram to the Supt., Govt. Printing, India are submitted.

HOK
12.6.17
Pdek
13.6.17

✓
13.6.17

Handwritten notes on the left page, including "852" and "13-6-1917".

Handwritten notes on the left page, including "13-6-1917" and "13-6-1917".

Handwritten notes on the left page, including "13-6-1917" and "13-6-1917".

Handwritten note "011" at the bottom left.

ORDINARY. PRESS SLIP. PREFERENCE. URGENT. Home DEPARTMENT.

Seatt. II-28-1-17.

Current No. dated 191

G.O. No. 578, dated 13-6-1917

number of MS. pages sent { Correspondence 3+1 Notes nil

Brief subject: Passports

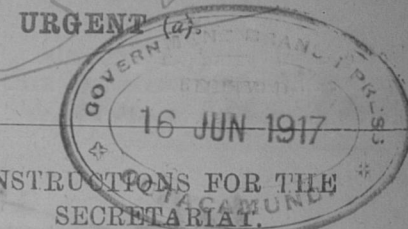
(a) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	(b) Copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD:			
Madras Records	4	13	
Ooty Records			
For filing with original			
Total		18	
FOR ISSUE:			

Signature copies	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
India Office		5			
Govt. of India					
Revenue Department					
Public Works Department					
Local and Municipal Department					
Educational Department					
Public Dept.					
Judicial Dept.					
Political					
Financial Dept.					
Marine Dept.					
Ecclesiastical Dept.					
Total					
Spare copies					
The		75			
The					
The		5			
The		4			
The		6			
The		3			
The		12			
The					
The					
The					
Total		110			

Copies distributed on (Press Clerk).

† Copies distributed on (Press Despatcher).

† To be initialled and dated.



(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b) For rules regarding printing of notes, see rule 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS OOTY.

A
Please send proof in duplicate. The papers have been carefully edited.

B
Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval at once.

C
As the matter is clear manuscript and has been carefully edited, proof need not be sent. Please print and supply number of copies as indicated.
Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

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Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....				
" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....				
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...				

Seott. 11-8 (a)-160.001-16-1-17.

NOTES.

Page

Home (Disc) Dept.

500 passport renewal forms have been ~~all~~ received from the Supt., Govt. Printing, India. Submitted that the forms may be distributed as follows, with reference to para 2 of G.O. 578 of 13-6-17 :-

	No. of forms.
All S. M. S. 15 each -	375
Commissioners of Police, Madras. 20	
Resident in Travancore & Cochin 20	
Collector of Madras 40	
Total	455

The balance of 45 forms together with 40 forms remaining out of the 50 forms originally received with Foreign Dept. letter No. 702 G of 1-6-17, may be kept in stock in this office.

MAR
14/7
Pder.
16/7

17/7

10 forms already sent, with G.O. 578 of 13-6-17 (P)

13/6/17

Home, June 24th

500 President's house
been off since from the
last President's house. But that

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