

Home (1918) Department.
Miscellaneous

Ordinary SERIES.

G.O. No. 955

DATED 19-12-18

INDEXED

[Despatch Abstract.]

P a s s p o r t

Granting a ----- to Miss E.T. Stevens proceeding to
England.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

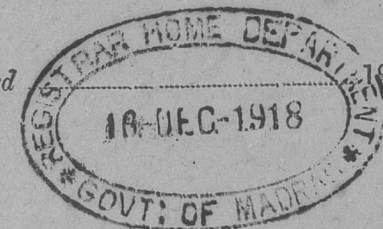
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Home (Misc) 4015
16-18-18, 000-20-12-17.

C.F.—29.

H O M E (Miscellaneous) DEPARTMENT.

Received



Registered



Subject.

Forwarding the application of Miss E.T. Stevens for a passport to proceed to England.

ENCLOSURES.

No. 511 app.
2 photo 1 letter app.
1 letter for Miss Mc
Doughall. nil.
Spare copies.

Re No. 680 / 18.

Station MADRAS., Dated the 15th December 1918.

From (Name) F. Armitage, Esq.,
(Designation) Commissioner of Police,
Madras.

To The Secretary to the Government of Madras,
Home (Miscellaneous) Department.
Fort St. George,
Madras.

Sir,

Forwarded.

The fee of rupee one has been received from the applicant and will be credited to Government. Two copies of the photograph are enclosed.

It is requested that the passport may be sent to this office as early as possible. A letter ~~to~~ ^{from} the applicant and another for Miss Mc Doughall, Principal, Women's Christian College, explaining the objects of her journey are enclosed.

A. Mananagarambalingam
for Commissioner of Police.

The Women's Christian College

TELEGRAMS: DISCIPULA, MADRAS
TELEPHONE: No. 58
PRINCIPAL: MISS McDOUGALL, M.A.

College Road
Madras, S. W.

Dec. 14. 1918

My reason for asking for a passport is that it is of great importance to the College that I should take my furlough, which is due, quickly, & return in order to set free other members of the staff whose ~~short~~ furloughs will be due. The urgency concerns the College rather than myself -

E. T. Stevens -

16 Dec 1918

F. A. 15 DEC 1918

It is highly important for the interests of the College that Miss F. T. Stevens should take her holiday in England from the close of this academic year (April 1919) to the next. Until her return it will not be possible to let other members of the Staff leave the College for her due holidays. The College is organized in accordance with the regulations of the University and a shortage of teachers in any department is not allowed. The work is of a highly specialized nature and substitutes cannot be found. If Miss Stevens' holiday, which is already overdue, is deferred, it will mean a corresponding delay of equal length before the holidays of all other members of the Staff or in the case of some this will involve risk of health. All the members of the Staff are entitled by the terms of their agreement to a year of leave at the end of five years of service, and Miss Stevens' date of leave is Oct. 1918.

Miss Stevens is willing, if it is more convenient, to leave India at any date after the middle of February, and if she could go then, she would return in time for the January term 1920.

Heaven M. Dugall
Principal

TELEGRAMS: DISCIPULA, MADRAS
TELEPHONE: No. 58
PRINCIPAL: MISS McDUGALL, M.A.

Dec 14 1918

The Women's Christian College
College Road
Madras, S. W.
Dec 14 1918
It is highly important for the interests of the College that Miss F. T. Stevens should take her holiday in England from the close of this academic year (April 1919) to the next. Until her return it will not be possible to let other members of the Staff leave the College for her due holidays. The College is organized in accordance with the regulations of the University and a shortage of teachers in any department is not allowed. The work is of a highly specialized nature and substitutes cannot be found. If Miss Stevens' holiday, which is already overdue, is deferred, it will mean a corresponding delay of equal length before the holidays of all other members of the Staff or in the case of some this will involve risk of health. All the members of the Staff are entitled by the terms of their agreement to a year of leave at the end of five years of service, and Miss Stevens' date of leave is Oct. 1918.

16 Dec 1914

It is highly important for the interests of the College
that the T. T. S. should be taken into consideration
from the close of the session. You (April 1914) to the next
that the return it will not be possible to let them
members of the staff leave the college for the holidays.
The college is organized in accordance with the regulations
of the University and a body of teachers in an effort
to carry out the work of a high standard of education.
The staff is composed of a number of first class students
who are already working, a department, it will be
a considerable delay of some length before the holidays
all the members of the staff in the case of some of the
will be under the staff. All the members of the staff
are entitled to the term of their service, and the staff
leave at the end of five years of service, and the staff
date of leave is Oct. 1914.

Mr. S. S. S. is willing to be an assistant, to be
looked at and let off the matter of the staff of the
could be then, who would return - time for the journey
ten 1914.

Yours all together
Principal



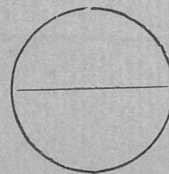
- (a) Insert name of Place and Date.
- (b) Christian Names and Surname of the applicant in full and present address.
- (c) In the case of a MARRIED WOMAN OR WIDOW, the particulars of birth required are those of her HUSBAND OR LATE HUSBAND—not of the applicant herself.
- (d) State whether a British born Subject, a naturalized British Subject or Subject of a Native State in India. IN THE CASE OF A NATURALIZED BRITISH SUBJECT SEE RULE 5 AT BACK.
- (e) Wife ^{and} or children should only be included if they do not possess separate passports. Strike out the sentence in other cases.
- Persons travelling in Asia must state the routes to be followed.*
- (f) The words in brackets to be struck out and initialled in cases where the applicant has no previous passport in his possession.

- (g) Signature.
The applicant must also write a specimen of his signature in the space below marked.*

The whole of the declaration and marginal particulars should be in the applicant's own handwriting.

- (h) Name and qualification of person verifying the Declaration (see Rule 4 at back), viz. :—

Political Officer, Magistrate, Justice of the Peace, Police Officer not below the rank of Superintendent or Notary Public resident in India.



Specimen signature of applicant which will be detached and affixed to the Passport when issued.

Specimen signature of wife if to be included on the Passport.

(A)

DECLARATION TO BE MADE BY APPLICANT FOR PASSPORT.

(a) Women's Christian College, Madras. Dec. 1918
I, the Undersigned (b) Eliza Theodora Stevens, Women's Christian College
at present residing at College Road, Madras hereby declare that I am

FOR A MARRIED WOMAN OR WIDOW (to be struck out in other cases). Particulars of HUSBAND'S birth to follow.

(c) the wife of and that my husband is
widow late husband was

(d) British born subject having been born
at Farnham, Surrey, England on the 28th day of June 1874

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

and not having lost the status of British Subject thus acquired, and I hereby apply for a Passport for the purpose of travelling to England

(e) ~~accompanied by my wife (and children under the age of 16), as indicated in the margin, who do not possess separate passports.~~

I further declare that I have no Passport already in my possession (f) ~~(other than that which I annex hereto for cancellation).~~

(g) Signed E.T. Stevens

AND I, the Undersigned (h) James J. Dee
of Madras hereby declare that to the best
of my personal knowledge and belief the above made Declaration of the said Mrs. Stevens
Miss

him is true, and that I can from my personal knowledge of him vouch
her as a fit and proper person to receive a Passport.

Signed James J. Dee 14/12/18

NOTE.—Duplicate small unmounted photographs of the applicant (and wife if to be included) must be sent, one of which must be certified on the back by the recommender.

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
be liable to prosecution.

DESCRIPTION OF APPLICANT.

Age 44
Profession Professor
Maiden name and place and date of birth of widow or married woman travelling singly.
Height 5 feet 1 inches
Forehead Medium
Eyes Brown
Nose Straight
Mouth Medium
Chin Small
Colour of Hair Brown
Complexion Pale
Face Small
Any special peculiarities No

DESCRIPTION OF WIFE OF APPLICANT IF TO BE INCLUDED ON THE PASSPORT.

Names in full
Age
Profession
Place and date of birth
Maiden name
Height feet inches
Forehead
Eyes
Nose
Mouth
Chin
Colour of Hair
Complexion
Face
Any special peculiarities

Names, ages, and sex of children under the age of 16 if to be included on the Passport.

PASSPORT REGULATIONS.

1. Applications for Indian Passports must be made in the prescribed form, printed on the back of these regulations, and submitted either direct or through the local authority—

(a) in the case of a resident in British India, to the Local Government or Local Administration concerned.

(b) in the case of a resident in a Native State, to the Agent to the Governor-General or Political Resident concerned.

2. The charge for an Indian Passport is Re. 1.

3. Indian Passports are granted to :—

(a) Natural-born British Subjects.

(b) Wives and widows of such persons.

(c) Persons naturalized in the United Kingdom, in the British Colonies or in India.

(d) Subjects of Native States in India.

A married woman is deemed to be a subject of the State of which her husband is for the time being a subject.

4. Passports are granted upon the production of a declaration by the applicant in the prescribed form of application verified by a declaration made by a *Political Officer, Magistrate, Justice of the Peace, Police Officer not below the rank of Superintendent or Notary Public*, resident in India.

5. If the applicant for a Passport be a Naturalized British Subject, the certificate of naturalization must be forwarded with the form of application to the Officer empowered to grant the Passport. It will be returned with the Passport to the applicant through the person who may have verified the declaration.

Naturalized British Subjects will be described as such, in their Passports, which will be issued subject to the necessary qualifications.

6. Small duplicate unmounted photographs of the applicant (and wife, if to be included) must be forwarded with the application for a Passport, one of which must be certified on the back by the person verifying the declaration made in the application form.

7. Indian Passports are not available beyond two years from the date of issue. They may be renewed, *in India only*, for four further periods of two years each after which fresh Passports must be obtained. The fee for each renewal is Re. 1.

8. Passports cannot be issued or renewed on behalf of persons already abroad. Such persons should be told to apply for Passports to the London Foreign Office or nearest British Mission or Consulate. Passports must not be sent out of India by post.

9. In the case of an applicant for a Passport being unable to write English, a transcription in English should be placed below the applicant's vernacular signature in the form of application. In the case of an illiterate person, a thumb impression should be substituted for a signature on the form of application, which should be certified by the person verifying the declaration.

Handwritten notes at the top of the left page, including "Hence the" and "To be given to the" followed by illegible scribbles.

When given for copying
When copied
When examined
When signed

READ AGAIN G.O. No. 191 DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT A A A A A A A

LETTER OF GOVERNMENT

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BRING WANT FOR DESPATCH IN ORIGINAL.

N.B.—
A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.

Handwritten notes on the left page, including "To be given to the" and "Hence the" followed by illegible scribbles.

Handwritten notes on the left page, including "To be given to the" and "Hence the" followed by illegible scribbles.