

15th January, 2016

The Head of Service

Office of the Head of Service of the Federation
Federal Secretariat Complex, Phase 2,
Shehu Shagari Way,
Central Business District,
Abuja.



Dear Sir,

FREEDOM OF INFORMATION(FOI) REQUEST FOR RECORDS OF PAYMENTS FOR CAPITAL PROJECTS RELEASED TO THE OFFICE OF THE HEAD OF SERVICE OF THE FEDERATION IN THE YEAR 2015

Public and Private Development Centre (PPDC) is a citizen sector organization that seeks to promote increased citizen's participation in governance in a way that supports improved integrity in public sector governance systems through monitoring and reporting on public finance expenditure.

On behalf of PPDC and in accordance with the provisions of the **Freedom of Information Act 2011**, we write to make a request for records with details of the sums approved to your MDA as capital warrants in the first, second, third and fourth quarter of 2015.

We kindly require the information provided in this regard to include:

- The name of each project for which capital warrants were approved in the fiscal year 2015
- The date the payment approval and release was made to your MDA on each identified project
- The amount approved by your MDA after fulfilling procurement procedures
- The amount utilized by your MDA for each of the listed projects within the 2015 fiscal year
- Constituency projects as well as all special intervention projects carried out by your MDA **(If Any)**

- PUBLIC & PRIVATE DEVELOPMENT
- Constituency projects as well as all special intervention projects carried out by your MDA **(If Any)**

This request is in line with section 2(3) and section 2(4) of the **Freedom of Information Act 2011** which require all "information relating to the receipt or expenditure of public or other funds of the institution" to be "widely disseminated and more readily available..."

We would appreciate the receipt of documents with this information promptly and in any event, not later than 7 days of this application as required by the Freedom of Information Act, 2011.

Should you require any clarifications regarding this application do not hesitate to contact us at this phone number: 07066618896 or via mail: ppdc@procurementmonitor.org

Thank you.

Yours sincerely,



Seember Nyager

Chief Executive Officer

Public and Private Development Center (PPDC)