

7th April, 2016

The Head of Service

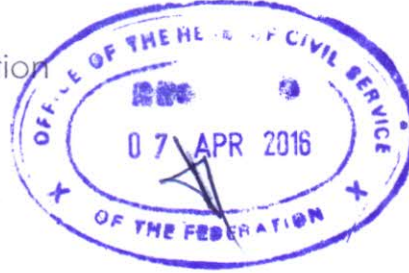
Office of the Head of Service of the Federation

Federal Secretariat Complex, Phase 2

Shahu Shagari Way

Central Business District

Abuja.



Dear Sir,

RE: 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

Our previous letter dated, 15th January, 2016 on the above subject matter refers.

We wish to inform you that we are yet to receive the requested information, as regards subject matter, consequently we are constrained to write you again.

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:

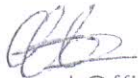
- The name of each project for which capital warrants were approved in the fiscal year 2015
- The date the payment approval and release was made to your MDA on each identified project
- The amount approved by your MDA after fulfilling procurement procedures
- The amount utilized by your MDA for each 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)**

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,



Samuel Offia
Program Officer,
Public and Private Development Center(PPDC)