

30th January, 2015

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



Cc: The Permanent Secretary.

Dear Sir,

FREEDOM OF INFORMATION REQUEST FOR RECORDS OF PAYMENTS FOR CAPITAL PROJECTS RELEASED TO THE OFFICE OF THE HEAD OF SERVICE OF THE FEDERATION IN 2014

On behalf of the Public and Private Development Centre (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 Office as capital warrants in the first, second, third and fourth quarters of 2014.

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

1. The name of each project for which capital warrants were approved in the fiscal year 2014.
2. The date the payment approval and release was made to your Office on each identified project.
3. The amount approved by your Office after fulfilling procurement procedures.
4. The amount utilized by your Office for each of the listed projects within the 2014 fiscal year.

These projects should include constituency projects as well as all special intervention projects carried out by your Office.

This request is in line with Section 2 (3) and (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 made readily available..."

I 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 clarification regarding this application, please do not hesitate to contact us either by phone; 08029455583 or by email; seember@procurementmonitor.org or kindly direct all hard copy correspondence to our office.

Sincerely,

A handwritten signature in black ink, appearing to read "ILO Nkemdilim".

ILO Nkemdilim

Procurement Monitoring Coordinator
Public and Private Development Centre