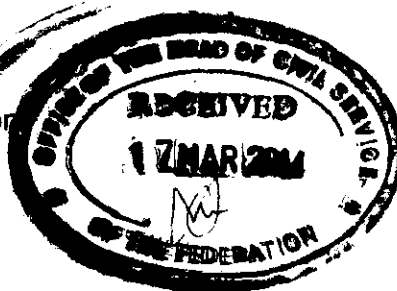


SECRETARIAT:
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ABUJA CONTACT OFFICE:
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The Head of Service

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



March 17, 2014

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 2013

On behalf of Budget Nigeria and 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 MDA as capital warrants in the first, second, third and fourth quarter of 2013.

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 2013
2. The date the payment approval and release was made to your MDA on each identified project
3. The amount approved by your MDA after fulfilling procurement procedures
4. The amount utilised by your MDA for each of the listed projects within the 2013 fiscal year


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

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 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 Abuja contact office referred to above.

Sincerely,


Permanent Secretary
PPDC
Budget and PPDC