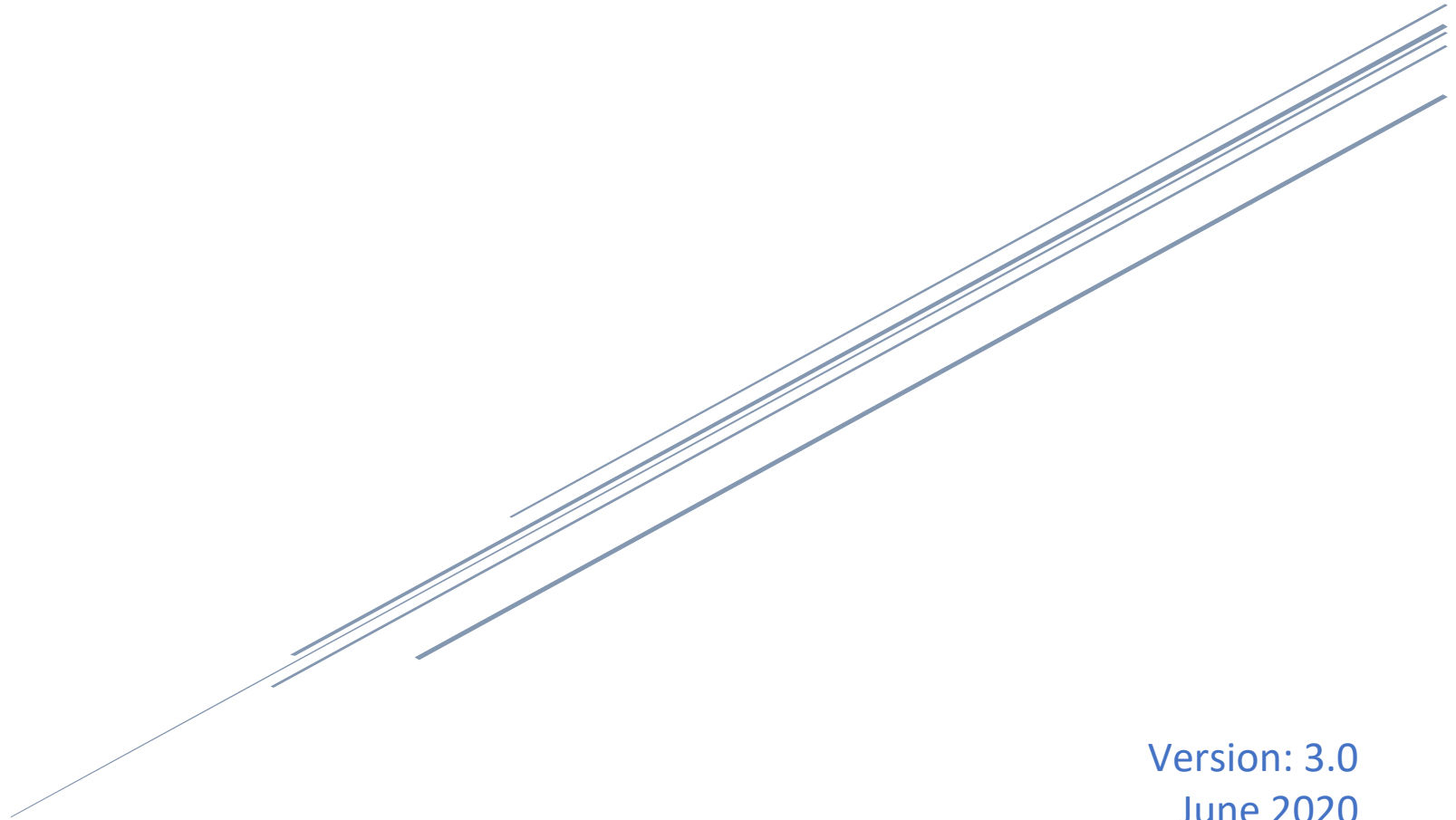


MINISTRY OF EDUCATION, HERITAGE & ARTS

HR & CORPORATE ENQUIRIES DIRECTORY



Version: 3.0
June 2020

MEHA HR & CORPORATE ENQUIRIES DIRECTORY

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Corporate Services

Audit

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
All	Free Education Grant Acquittals verifications	Ashvir Raj Shayal Prasad	ashvir.raj shayal.prasad	3220573	Marela House, Level 2

Grants

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
All	Accounts-School grants, Free Education Grant, school virement, annual financial reports	Accounts-School grants, Free Education Grant, school virement, annual financial reports	alumita.volaubalavu sesenieli.levula priya.nand01	3220601 3220602	Marela House, Level 2
All	General	Shayal Sharma	shayal.sharma	3220438	Marela House, Level 1

ICT

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
General	Moodle – technical issues IT issues FEMIS- General Website – technical issues	Sandeep Singh Adarsh Sharma	sandeep.singh01 adarsh.sharma	3220424 3220428	Senikau House, Level 1
General	Staffing Issues- FEMIS	Saheeda Khan	saheeda.khan	3220599	Marela House, Level 1
General	Hardware Network Govnet password reset	Kitiana Raturoba Moses Caucau	kraturoba mosese.caucau	3220551 3220551	Senikau House, Level 1

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Ledgers

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
All	Ledgers	Rajieli Leca Ritchie Verma Sharon Lata Akanisi Nasilivata	rajieli.leca ritchie.verma sharon.lata akanisi.rarokoliwa	3220439 3220439 3220442 3220592	Marela House, Level 1
All	General	Dinesh Kumar	dinesh.kumar	3220447	Marela House, Level 1

Payments

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
All	Payables Claims Acquittals Payments	Paulini Adimainamara Emele Nakaka Losena Komai Alumita Ravuga	Padimainamara emele.nakaka losena.komai alumita.ravuga	3220447 3220447 3220446 3220441	Marela House, Level 1

Procurement

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
All	Procurement	Prashika Chand Krishneel Gopal Priya Chand Mereani Serukeibau	prashika.chand krishneel.gopal pchand mserukeibau	3220604 3220614 3220586 3220444	Marela House, Level 1
All	General	Risha Chand	risha.chand	3220437	Marela House, Level 1

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Salaries

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
TPF 09972 - 65117	Payroll	Mereani Niutabua Mereledua Mualele	mereani.niutabua mereledua.mualele	3220592 3220460	Marela House, Level 0
TPF 65118 - 80035	Payroll	Loata Nakalevu Mereledua Mualele	loata.nakalevu mereledua.mualele	3220595 3220460	Marela House, Level 0
TPF 80036 - 81953	Payroll	Solomoni Tabaka Radhika Prasad	solomoni.tabaka radhika.prasad	3220457 3220457	Marela House, Level 0
TPF 83609 - 85070	Payroll	Sulueti Vonowai Radhika Prasad	sulueti.vonowai radhika.prasad	3220594 3220457	Marela House, Level 0
TPF 85071 - 86467	Payroll	Viliame Cagi Radhika Prasad	viliame.cagi radhika.prasad	3220594 3220457	Marela House, Level 0
TPF 86468 - 89060	Payroll	Julia Damudamu Asilika Tiva	julia.damudamu asilika.tiva	3220460 3220458	Marela House, Level 0
TPF 89061- 11000+	Payroll	Seremaia Suvisuvi Asilika Tiva	seremaia.suvisuvi asilika.tiva	3220534 3220458	Marela House, Level 0
ECE	Payroll	Varitema Vasua Radhika Prasad	varitema.vasua radhika.prasad	3220460 3220457	Marela House, Level 0
GWE	Payroll	Kanchan Lata Asilika Tiva	kanchan.lata asilika.tiva	3220593 3220458	Marela House, Level 0
Non- Teaching/ Union	Payroll	Mereani Niutabua	mereani.niutabua	3220592	Marela House, Level 0
All	Salaries- EXIT	Veronika Kelera Mereledua Mualele	veronika.kelera mereledua.mualele	3220463 3220460	Marela House, Level 0
All	FNPF	Apakuki Vasuturaga Priya Nandani Emele Daunivavana	apakuki.vasuturaga priya.nandani edaunivavana	3220461 3220461	Marela House, Level 0
All	General Salaries	Sharyn Ravouvou	sharyn.ravouvou	3220456	Marela House, Level 0

Transport

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
Eastern Lautoka Labasa Sigatoka	Transport Allowance	Sandeep Kumar	sandeep.kumar01	3220570	Marela House, Level 2
Nausori Suva Cakaudrove Tavueni Ba, Tavua & Rakiraki	Transport Allowance	Shavneel Chand	shavneel.chand01	3220418	Marela House, Level 2
All	Vouchers and Bus Cards	Krishneel Singh Jone Rabuatoka Alena Tatatau	krishneel.singh jone.rabuatoka alena.tatatau	3220571 3220429	Marela House, Level 2

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Human Resources

Contracts

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
Primary	Salary Upgrades All appointment letters All transfer letters Acting Revocation	Krishnesh Prakash Rusila Wati	krishnesh.prakash rusila.wati	3220498 3220415	Marela House, Level 1
Secondary	Salary Upgrades All appointment letters All transfer letters Acting Revocation	Taito Waradi Daiana Tabua Mary Ravoka	taito.waradi daiana.tabua mary.ravoka	3220431 3220415	Marela House, Level 1
ECE	Salary Upgrades All appointment letters All transfer letters	Meriama Buliciri	meriama.buliciri	3220416	Marela House, Level 1
Non-Teaching & GWE	Salary Upgrade All appointment letters All transfer letters	Agnes Sae	agnes.sae	3220598	Marela House, Level 1
Contracts Rollover	All contracts renewal	Komal Devi Adi Ema Nawaqa	komal.devi ema.nawaqa	3220432	Marela House, Level 1
All	General	Shyreen Bashir	shyreen.bashir	3220597	Marela House, Level 1

**All processes are carried out post confirmation. Not applicable for request*

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Employee Administration

Function	Query	Name	Email (@govnet.gov.fj)	Phone	Location
All	Allowances	Olive Colavanua	olive.colavanua	3320449	Marela House, Level 0
All	Employment Letter Service Feedback	Meenakshi Naidu Ruci Daulako	mehaenquiries@gmail.com * meenakshi.naidu ruci.daulako	3220454 3320455	Marela House, Level 0
All	Exits	Sudesh Chand Shobhna Devi	sudesh.chand shobhna.devi	3220452 3320451	Marela House, Level 0
All	Leave without pay Overseas leave Sporting Leave National Duty leave	Niketa Raj Shobhna Devi	niketa.raj shobhna.devi	3220453 3220451	Marela House, Level 0
All	Maternity Leave Paternity Leave Medical Board Review	Taniela Tupacau Shobhna Devi	taniela.tupacau shobhna.devi	3220450 3220451	Marela House, Level 0
All	MAR Leave Balance	Pasemaca Tamanicalu Taniela Tupacau	pasemaca.tamanivalu taniela.tupacau	3220452 3220450	Marela House, Level 0

**non govnet email*

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Establishment and Workforce Planning

Function	Query	Name	Email (@govnet.gov.fj)	Phone	Location
All	General	VishalNi Shankar	vishalni.shankar	3220600	Marela House, Level 1
Primary Classroom Teacher	Staffing Appointments Placements Teacher Requests	Naibuka Ruru Yogneesh Nair	naibuka.ruru yognees.nair	3220600 9983429	Marela House, Level 1
Primary Leadership Roles	Staffing Appointments Placements Transfers	Mereia Brown	mereia.brown	3220495 9983429	Marela House, Level 1
Secondary Leadership Roles	Staffing Appointments Placements Transfers	Sanjay Prasad	sanjay.prasad03	3220600	Marela House, Level 1
Secondary Classroom Teacher	Staffing Appointments Placements	Kaushal Sharma	kaushal.sharma	3220495 9983429	Marela House, Level 1
ECE	Staffing Appointments Placements Teacher Requests	Etuate Cavu	etuate.cavu	3220600 9983429	Marela House, Level 1
Non-Teaching	Staffing Appointments Placements Transfers	Ateca Koroitanao Monita Singh	akoroitanao monita.singh	3220499	Marela House, Level 1
All	Establishment Control Panel (ECP) Maintenance	Saheeda Khan	saheeda.khan	3220440	Marela House, Level 1

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	FEMIS Queries				
Primary, ECCE & Secondary	School Classifications	Mereia Brown	mereia.brown	3220599	Marela House, Level 1

Learning and Development

Function	Query	Name	Email (@govnet.gov.fj)	Phone	Location
All	Professional Development Student Free Days MEHA Training	Jiajiana Taraici Martin May	jiajiana.taraici martin.may	3220411	Marela House, Level 2
All	Qualifications	Harmit Singh Nalini Lata	harmit.singh nalini.lata01	3220538	Marela House, Level 2
All	Study Leave	Rashida Singh	rashida.singh	3220489	Marela House, Level 2
All	General	Ranjish Raj	ranjish.raj01	3220489	Marela House, Level 2

Performance and Discipline

Function	Query	Name	Email (@govnet.gov.fj)	Phone	Location
All	Grievance Complaints PIP	Manueli Caginitabale Sentiki Tupou Kacarini Buaserau	manueli.caginitabale sentiki.tupou kbuaserau	3220405 3220435 3220437	Marela House, Level 2
All	Probation Performance Assessment	Kelera Daunibau Shivneel Kumar	kdaunibau shivneel.kumar	3220436 3220435	Marela House, Level 2
All	General	Ranjish Raj	ranjish.raj01	3220489	Marela House, Level 2

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Recruitment & Selection

Function	Query	Name	Email (@govnet.gov.fj)	Phone	Location
All	Teaching Recruitment HOS Recruitment EOI- School Based Leadership Position Executive and Management Recruitment Government Wage Earner Recruitment	Shreety Singh Meliki Logaulu	shreety.singh meliki.logaulu	3220476 3220498 8917217	Marela House, Level 1
All	Teaching Recruitment	Tupou Fatafehi Pritish Nand	tupou.fatafehi pritish.nand	3220414 3220414 9983423	Marela House, Level 1
All	HOS Recruitment	Meliki Logaulu Shreety Singh	meliki.logaulu shreety.singh	3220498 3220476	Marela House, Level 1
All	EOI- School Based Leadership Position	Tupou Fatafehi Pritish Nand	tupou.fatafehi pritish.nand	3220414 3220414 9983423	Marela House, Level 1
All	Executive and Management Recruitment	Sheetal Kumar Fozia Bano	shivangini.kumar fozia.bano	3220497 3220496 9983423	Marela House, Level 1
All	Government Wage Earner Recruitment	Jona Latibeqa Sidhorna Rao	jona.latibeqa01 sidhorna.rao	3220496 3220498 9983423	Marela House, Level 1