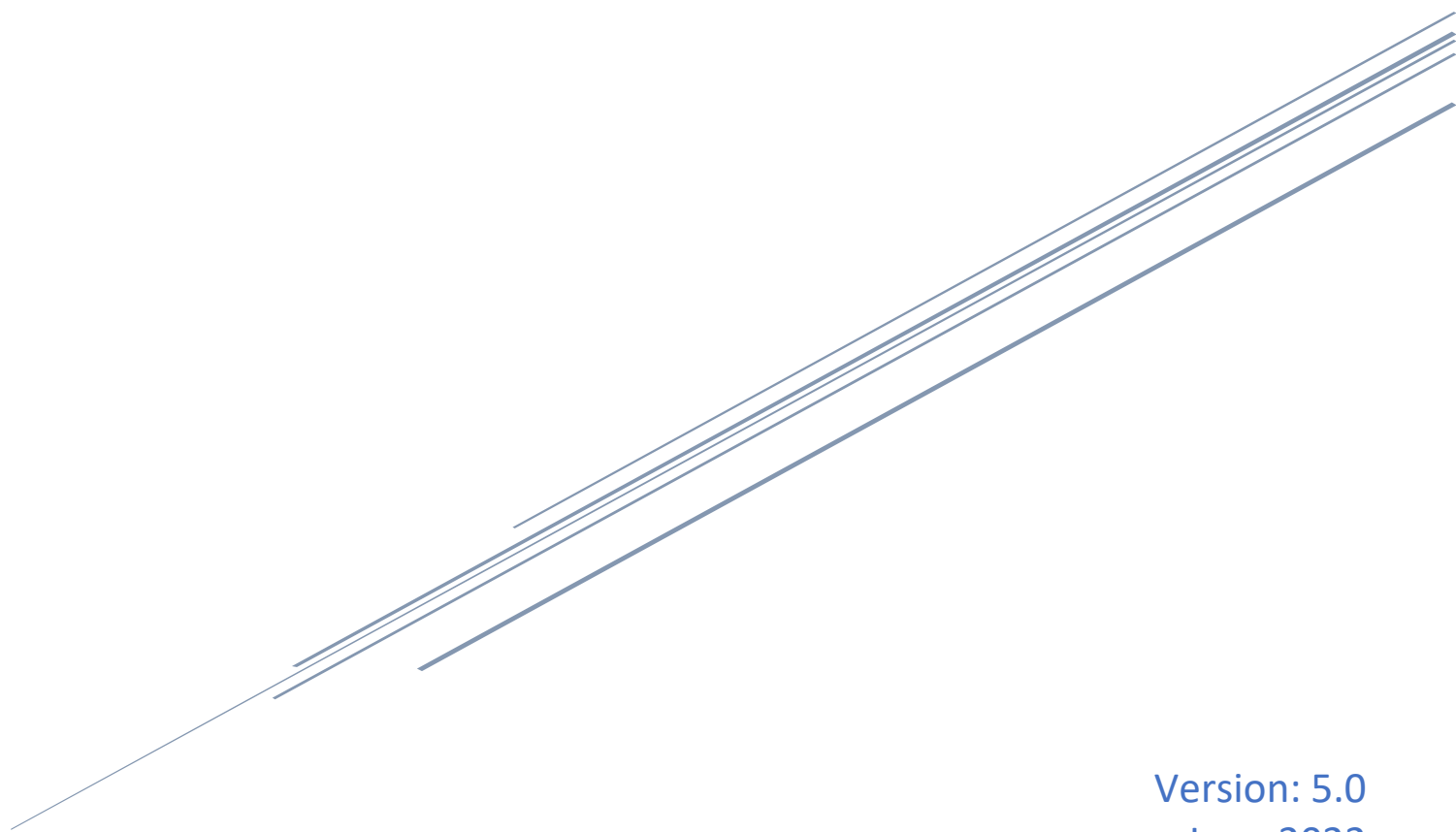


MINISTRY OF EDUCATION, HERITAGE & ARTS

HR & CORPORATE ENQUIRIES DIRECTORY



Version: 5.0
June 2022

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, Annual financial reports, Bank Reconciliation	Alumita Volaubalavu Sesenieli Levula Priya Nand Jacoro Sucu	alumita.volaubalavu sesenieli.levula Priya.nand01 Jacoro.sucu	3220601 3220602 3220445	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	3220538	Marela House, Level 1
General	Hardware Network Govnet password reset	Kitiana Raturoba Mosesse 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 3220433 3220442	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 Fazleen Bi	Padimainamara emele.nakaka losena.komai alumita.ravuga fazleen.bi	3220447 3220441 3220446 3220441	Marela House, Level 1

Procurement

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
All	Procurement	Prashika Chand Krishneel Gopal Mereani Serukeibau	prashika.chand krishneel.gopal mserukeibau	3220604 3220615 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
Admin Staff/Union Payment/FI & Insurance Deductions TPF 43896 - 66562	Payroll	Mereani Niutabua Mereledua Mualele	mereani.niutabua mereledua.mualele	3220592 3220460	Marela House, Level 0
TPF 66563 - 80209	Payroll	Loata Nakalevu Mereledua Mualele	loata.nakalevu mereledua.mualele	3220595 3220460	Marela House, Level 0
TPF 80210 - 82478	Payroll	Solomoni Tabaka Radhika Prasad	solomoni.tabaka radhika.prasad	3220457 3220457	Marela House, Level 0
TPF 82479 - 84274	Payroll	Sulueti Vonowai Radhika Prasad	sulueti.vonowai radhika.prasad	3220594 3220457	Marela House, Level 0
TPF 84275 - 85951	Payroll	Viliame Cagi Radhika Prasad	viliame.cagi radhika.prasad	3220594 3220457	Marela House, Level 0
TPF 85952 - 87675	Payroll	Apakuki Vasuturaga Emele Daunivavana	apakuki.vasuturaga edaunivavana	3220595 3220462	Marela House, Level 0
TPF 87676 - 110884	Payroll	Julia Damudamu Asilika Tiva	Julia.damudamu asilika.tiva	3220462 3220458	Marela House, Level 0
110886	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
All	Salaries- EXIT	Veronika Kelera Mereledua Mualele	veronika.kelera mereledua.mualele	3220463 3220460	Marela House, Level 0
All	FNPF	Apakuki Vasuturaga Emele Daunivavana	apakuki.vasuturaga edaunivavana	3220595 3220461	Marela House, Level 0

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All	General Salaries	Sharyn Ravouvou	sharyn.ravouvou	3220456	Marela House, Level 0
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Transport

Function	Query*	Name	Email (@govnet.gov.fj)	Phone	Location
Eastern Lautoka Labasa Sigatoka	Transport Payment	Sandeep Kumar Krishneel Singh	sandeep.kumar01 krishneel.singh	3220570	Marela House, Level 2
Nausori Suva Cakaudrove Tavueni Ba, Tavua & Rakiraki	Transport Payment Bus Card Issues	Shavneel Chand Jone Rabuatoka	shavneel.chand01 jone.rabuatoka	3220429	Marela House, Level 2
All	Vouchers and Bus Cards	Alena Tatatau	alena.tatatau	3220571 3220418	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	3220416 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	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	Monish Chand Agnes Sae	Monish.chand agnes.sae	3220415 3220132	Marela House, Level 1
Contracts Rollover	All contracts renewal	Komal Devi Adi Ema Nawaqa	komal.devi ema.nawaqa	3220417 3220150	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 Business Declaration	Kaushal Sharma Ruci Daulako	mehaenquiries@gmail.com * kaushal.sharma 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	Poate Kaunisela Shobhna Devi	poate.kaunisela shobhna.devi	3220450 3220451	Marela House, Level 0
All	Paternity Leave Medical Board Review General Leave Enquiries	Shobhna Devi	shobhna.devi	3220451	Marela House, Level 0
All	MAR Leave Balance Maternity Leave	Pasemaca Tamanicalu	pasemaca.tamanivalu	3220453	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	Harmit Singh	harmit.singh	3220538	Marela House, Level 1
Primary Classroom Teacher	Staffing Appointments Placements Teacher Requests	Naibuka Ruru Yogneesh Nair	naibuka.ruru yognees.nair	3220538 9983429	Marela House, Level 1
Primary Leadership Roles	Staffing Appointments Placements Transfers	Naibuka Ruru	naibuka.ruru	3220538 9983429	Marela House, Level 1
Secondary Leadership Roles	Staffing Appointments Placements Transfers	Vishalni Shankar	vishalni.shankar	3220538	Marela House, Level 1
Secondary Classroom Teacher	Staffing Appointments Placements	Sanjay Prasad Meenakshi Naidu	sanjay.prasad03 meenakshi.naidu	3220538 9983429	Marela House, Level 1
ECE	Staffing Appointments Placements Teacher Requests	Etuate Cavu	etuate.cavu	3220495 9983429	Marela House, Level 1
Non-Teaching	Staffing Appointments Placements Transfers	Mereia Brown	mereia.brown	3220538 9983429	Marela House, Level 1
All	Establishment Control Panel (ECP) Maintenance FEMIS Queries	Saheeda Khan	saheeda.khan	3220538 9983429	Marela House, Level 1

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Primary, ECCE & Secondary	School Classifications	Mereia Brown	mereia.brown	3220538 9983429	Marela House, Level 1
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Learning and Development

Function	Query	Name	Email (@govnet.gov.fj)	Phone	Location
All	Professional Development Student Free Days MEHA Training	Jiajiana Taraici Martin May Devashkar Reddy	jiajiana.taraici martin.may devashkar.reddy	3220411	Marela House, Level 2
All	Qualifications	Jiajiana Taraici Martin May	jiajiana.taraici martin.may	3220411	Marela House, Level 2
All	Study Leave MEHA Scholarship	Jiajiana Taraici Martin May	jiajiana.taraici martin.may	3220411	Marela House, Level 2
All	General	Ranjish Raj	ranjish.raj01	3220433	Marela House, Level 2

Performance and Discipline

Function	Query	Name	Email (@govnet.gov.fj)	Phone	Location
All	Grievance Complaints PIP	Manueli Caginitabale Sentiki Tupou Doreece Singh Virshika Nandani Kacarini Buaserau Veitacini Tawareguci Sereana Tuluga	manueli.caginitabale sentiki.tupou Doreece.singh virshika.nandani kbuaserau vtawareguci sereana.tuluga	3220405 3220489 3220537 3220435	Marela House, Level 2
All	Probation Performance Assessment	Kelera Daunibau Shivneel Kumar	kdaunibau shivneel.kumar	3220436 3220537	Marela House, Level 2

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All	General	Ranjish Raj	ranjish.raj01	3220433	Marela House, Level 2
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Recruitment & Selection

Function	Query	Name	Email (@govnet.gov.fj)	Phone	Location
All	Teaching Recruitment	Sidhorna Rao Pritish Nand	sidhorna.rao prish.nand	3220496 3220498 9983423	Marela House, Level 1
All	HOS Recruitment Executive & Management Recruitment	Fozia Bano Pritish Nand	fozia.bano prish.nand	3220497 3220498	Marela House, Level 1
All	Examination Recruitment EOI- School Based Leadership Position	Tupou Fatafehi Pritish Nand	tupou.fatafehi prish.nand	3220414 3220498 9983423	Marela House, Level 1
All	Government Wage Earner Recruitment	Jona Latibeqa Sidhorna Rao	jona.latibeqa01 sidhorna.rao	3220499 3220496 9983423	Marela House, Level 1