

Steps to Apply for a Leave

STEP 1:
CLICK here for Leave Menu

User m1 - Welcome to HomePort



Key Personnel

Idea Central

Add

Avinash Jaigovind Harde & Team

Rework or rejection accounting, if done properly, will help in cost optimisation

Pawan Shreevallabh Padiyar & Team

Vermicomposting is a renewable and environmentally friendly resource

Rajesh Kumar & Team

Construction of temporary access to reach the inlet portal site

View All

News



Shri Narendra Modi dedicates Pare HEP to the Nation

February 10, 2019



West Bengal CM Smt. Mamata Banerjee inaugurates 'The West bound a...

February 09, 2019



Prime Minister inaugurates Bogibeel bridge

December 25, 2018

View All

Birthdays

February 15

Dileep Kumar Maurya

Senior Electrical Engineer

Equipment - Electrical

NH-34 Project, Package - 3, West Bengal



February 15

Biswajit Samanta

Senior Surveyor

Survey

Rajasthan Atomic Power Project Unit - 7 ...



February 15

Sanjay Kumar Samal

Senior Manager - Quantity Survey

Quantity Survey

Numaligarh - Jorhat Road Project, Assam



Leave Module

Leave Requests

Manage Leave Requests

Inbox Leave requests:(0)

Team Calendar

Leave Report

STEP 2:

CLICK here for Leave Request

Individual Calendar

< February 2019 >						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Legends

- Pending Leave Request
- Approved Leaves
- Attendance Regularisation
- Holiday
- Pending Travels
- Approved Travels

HCC Intranet

Secure

https://www.hccnet.in/hccuser/myaccount/LeaveRequest_s.aspx

TRACES

Homeport

hccintranet/hccadm

Recruitment_Dev

Intranet_Dev

WORK[ETC] CRM FO

IncomeTax

Contracts & Claims

IT Helpdesk

Other bookmarks

HCC

Leave details for calendar year 2019

Leave Menu

Leave Type	Opening Balance	Availed	Balance
Privilege Leave	49	0	49
Sick Leave	20	0	20
Maternity Leave	NA	0	NA
Leave Without Pay	NA	6	NA

Leave Type

Privilege Leave

From Date

27/02/2019

To Date

28/02/2019

Leave Days

2

Upload File

Choose File

No file chosen

For

Full Day

For

Full Day

Remarks

personal work

Approver

Mr. User M3

Mr. User E1

Mr. User DIR

For Information To

Ms. User G1

Submit

Back

STEP 3:

CLICK here to select Leave Type

STEP 4:

Select From Date & To Date

STEP 5:

(If Required) Click to Select Full Day/ First Half / Second Half for From Date & To Date Default (Full Day)

STEP 6:

Put remarks here

STEP 7:

CLICK Submit to submit Leave Request for Approval

Steps to Modify / Cancel Leave Request

STEP 1:
CLICK here for Leave Menu

User m1 - Welcome to HomePort



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Leave Module

Leave Requests

Manage Leave Requests

Inbox Leave requests:(0)

Team Calendar

Leave Report

STEP 2:

CLICK here To Modify /Cancel
Leave Request

Individual Calendar

< February 2019 >						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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Legends

- Pending Leave Request
- Approved Leaves
- Attendance Regularisation
- Holiday
- Pending Travels
- Approved Travels

Manage Leave Request

Leave Menu

Request Date	Leave Type	Period	Status	Leave Days	Action
14/02/2019	LWP	20/02/2019 - 25/02/2019	Approved	6	View
16/01/2019	EN	16/01/2019 - 16/01/2019	Pending	1.5	View
14/12/2018	PL	17/12/2018 - 17/12/2018	Pending	1	View



STEP 3:
CLICK on View of respective
Leave to Modify / Cancel

Address

Hindustan Construction Company Limited
Hincon House,
LBS Marg,
Vikhroli (West),
Mumbai - 400 083.

For any queries, please write to : homeport@hccindia.com



Leave details for calendar year 2019

Leave Menu

Leave Type	Opening Balance	Availed	Balance
Privilege Leave	49	0	49
Sick Leave	20	0	20
Maternity Leave	NA	0	NA
Leave Without Pay	NA	6	NA

Leave Type

Privilege Leave

From Date

17/12/2018

For

Full Day

To Date

17/12/2018

For

Leave Days

1

Remarks

Testing

Upload File

Choose File No file chosen

Approver

Mr. User M3 - Pending --
Mr. User E1 ---
Mr. User DIR ---

For Information To

Ms. User G1

STEP 4:

CLICK on Modify Button to modify Request
& send for Approval

OR

CLICK on Cancel Button to Cancel Request
& Send for Approval

Modify Cancel Back