CHAPTER II

THE GENERAL DESCRIPTION OF BALAI BAHASA BANDUNG

2.1 Description of Balai Bahasa Bandung

According to UUD 1945 article 36, Indonesian language is used as a nation formal language. Indonesian Government tries to conserve, develop and construct the Indonesian language as local language. Additionally, the government constructed an institution called the *Balai Bahasa Bandung*—previously in 1966 named the Institute of Languages and Cultures transformed to the National Language Institute in 1969. Since April 1975 *Lembaga Bahasa Nasional* changed *Pusat Pembinaan dan Pengembangan Bahasa*, and the name was changed longer a Language Center in 1999. This institution is under the Ministry of National Education has a primary responsibility to develop and maintain Indonesian-Local language and literature.

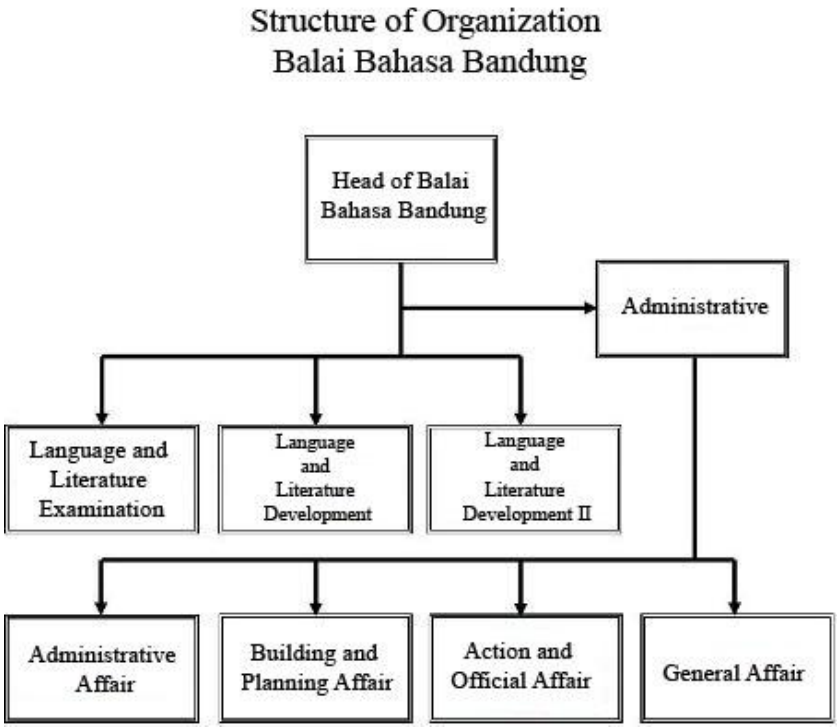
Considering its coverage in conserving and developing language and literature, *Pusat Bahasa* established Balai Bahasa in all around Indonesia. Balai Bahasa in West Java Province is called Balai Bahasa. *Balai Bahasa Bandung* was officially established in September 1999 serves as Unit Pelaksana Teknis (UPT) or Technical Implementation Unit in the Ministry of National Education. In operating their task, technically and administratively, they are under Balai Bahasa Bandung and responsible to Pusat Balai Bahasa. Furthermore, Pusat Balai Bahasa is responsible to the Secretary General in the Ministry of National Education.

```

```

2.2 Structure of Organization Balai Bahasa Bandung

Structure of Organization in Company is an important thing. That is staked based on the function itself.



2.3. Job Position

The writer conducted the job training at the place and was assigned to be technical staff of linguistic. On the structure of organization, the writer is as a language and literature examination (*Pengkajian Bahasa dan Sastra*). The jobs that were given to the writer included language and literature examination, and resuming RRI scripts.

```
```

1. The Head of Balai Bahasa Bandung

   Responsibility: made a planning and conception the project in Balai Bahasa Bandung.

2. Administrative

   Responsibility: a manage input and output all about administrative.

3. Language and literature examination

   Responsibility: to develop and construct all about language and literature.

4. Language and literature development

   Responsibility: to develop the language.

5. Language and literature development II

   Responsibility: to develop and protect the language.

6. Administrative affair

   Responsibility: a manage input and output administrative.

7. Building and Planning affair

   Responsibility: to build and plan the activity in Balai Bahasa Bandung.

8. Action and official affair

   Responsibility: research, discuss, and check the concept of the official affair

9. General affair

   Responsibility: prepare a draft of work and accept the draft or planning concepts.